

Teresa A. Drum  
294<sup>th</sup> District Judge

Karen Wood  
Director

# Van Zandt County

Randal L. McDonald  
County Court at Law  
Judge

## Community Supervision and Corrections

250 E. Groves Street    Canton, Texas 75103  
Voice 903/567-4066    Fax 903/567-2425

### JOB ANNOUNCEMENT

**JOB TITLE:** Community Supervision Officer

**LOCATION:** Canton, Texas

**QUALIFICATIONS:** A minimum of a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.

Applicants must be able to pass a mandatory drug and alcohol test. Employment is contingent on acceptable results of criminal and employment background check.

**DUTIES:** Supervise a caseload of offenders placed under community supervision. Specific duties will be determined by the type of caseload assigned and may include, but not be limited to the following: monitor the probationer's compliance with the orders of the Court through routine office and field contacts to ensure community safety, assist the probationer in locating services needed to bring about a pro-social and law abiding behavior, conduct assessments and individualized supervision plans, conduct intakes with new probationers, and report violations to the appropriate authorities in a timely manner, chronological reports, assist other department staff if requested, maintain current educational and training requirements, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.

**SALARY:** Negotiable, based on education and experience. Includes benefits package.

**CLOSING DATE:** Until filled.

Please email a current resume, the most recent certified college transcript, and a cover letter to:  
[kwood@vzcsd.com](mailto:kwood@vzcsd.com).

Karen Wood, Director  
Van Zandt County CSCD  
250 E. Groves Street  
Canton, Texas 75103