



Judge Jack Pulcher 105th District Court

Kleberg County Courthouse
700 E. Kleberg
Kingsville, Texas 78363
Office 361-595-8533
Facsimile 361-595-0293

JOB POSTING

Kleberg/Kenedy

Community Supervision and Corrections Department

Position: Director of CSCD

Opening Date: January 3, 2022

Closing Date: January 14, 2022

Salary: Commensurate with experience and education, up to \$80,000.00

Kleberg/Kenedy County Community Supervision and Corrections Department seeks an experienced professional with a proven background in the field of Criminal Justice, Human Services, or a similarly related field to fill its top administrative position.

Job Summary:

This position is responsible for the overall administration, management and supervision of departmental operations and activities; which includes: developing and implementing agency policies and procedures that establish performance expectations for all facets of community supervision, case management, and agency practice; providing and maintaining effective community supervision operational services in accordance with established state and county laws, standards, judicial policies, rules and regulations. This position reports directly to the Council of Judges in Kleberg/Kenedy County.

Minimum Qualifications:

- Must have a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board
- Must meet the eligibility requirements for officers established under Section 76.005 of the Texas Government Code
- Must comply with Code of Ethics developed by the Division
- Supervisory Experience

Preferred Qualifications:

- Five (5) to Ten (10) years of increasingly responsible experience in probation or human services related work
- Three (3) to Five (5) years of management experience in probation
- Knowledge of principles, techniques, procedures, and trends in probation casework
- Knowledge of federal and state laws and rules, regulations, procedures, and techniques involved in the preparation and disclosure of case records and related

documents

- Extensive knowledge of management, organization, and administrative methods and procedures
- Ability to perform administrative and supervisory work in planning, organizing, and directing the Department
- Ability to maintain professional working relationships with other county officials, state, municipal, and civic organizations and agencies
- Must pass a background investigation
- Law Enforcement Experience

Essential Duties and Responsibilities:

- Provide overall leadership and management of the Adult & Juvenile Community Supervision and Corrections Departments
- Formulate departmental goals and policy, direct its execution, and evaluate work accomplished
- Direct the community supervision services provided by the Department including presentence investigations, offender assessments/evaluations, community corrections programs, adult offender education programs, community service restitution, victim restitution services, and various other duties related to adult offenders under the jurisdiction of the Court
- Coordinate the programs and functions of the Department to other segments of the justice system, such as prosecutors, law enforcement agencies, and the Courts
- Direct the development or revisions in organization, staffing, work assignment management information systems and the performance of the Department's contract programs
- Plan, organize, manage, and update department procedures, budgets, staff requirements, work distribution, the community justice plan, etc.
- Represent the Department in meetings with the Community Justice Assistance Division of the Texas Department of Criminal Justice and the other governmental entities
- Supervise employees performing administrative, professional, and clerical duties of the Department insuring that training needs are met
- Develop, review, revise, and implement staff personal policies
- Direct and revise the operation of various service agencies utilized by the Department by conferring regularly with service agency directors and staff
- Timely prepare necessary reports required or requested by the Community Justice Assistance Division of the Texas Department of Criminal Justice
- Perform other duties as required and in accordance with Section 76.004 of the Texas Government Code

Submit cover letter, resume, and list of 3 references to:

Email: amanda.delacerda@nuecesco.com

Fax: 361.888.0779 or 361.595.0293