



**WILLIAMSON COUNTY  
COMMUNITY SUPERVISION and  
CORRECTIONS DEPARTMENT**

**(ADULT PROBATION)**

301 S.E. Inner Loop Road  
P.O. Box 251  
Georgetown, TX 78627-0251  
Phone: (512) 943-3500  
Fax: (512) 943-3510  
[www.adultprobation.net](http://www.adultprobation.net)

**STEVE MORRISON  
CSCD DIRECTOR**

---

**JOB POSTING**

**March 16, 2020**

***Position Available:***                    **Director of Williamson County Community Supervision and  
Correction Department**

***Closing Date:***                        April 17, 2020

***Salary and Benefits:***                Salary and benefits will be discussed with applicants

Williamson County Community Supervision and Corrections Department seeks an experienced professional with a proven management background in the field of Criminal Justice to fill the position of CSCD Director. The Director serves at the pleasure of the District and County Court at Law Judges in Williamson County.

**General Information**

The Williamson County CSCD serves the District and County Courts at Law in Williamson County. The CSCD staff consists of 94 full time positions and 8 part time employees. There are currently 11 operating budgets totaling \$6.6 million with a total offender population of 3779 of which 2365 are under direct supervision and 1414 indirect supervision. The Williamson County CSCD also operates a 100 bed residential Substance Abuse Treatment Facility (Central Texas Treatment Center)

***Job Summary:***

Overall responsibility for the administration, management and supervision of all departmental operations and activities; develops and implements agency policies and procedures as they relate to all facets of community supervision, case management and agency practice; provides and maintains effective community supervision operational services in accordance with established state and county laws, standards, judicial policies, rules and regulations.

***Minimum Qualifications:***

- Must have at a minimum, a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; and
- The degree held must be in the field of criminal justice, criminology, corrections, counseling, human services development, law, law enforcement, police science, pre-law, public administration, rehabilitative studies, social work, psychology or sociology.

- Ten years of increasingly responsible experience in probation or human services related work;
- Five years of management experience in Community Supervision;
- Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.

***Preferred Qualifications:***

- Knowledge of principles, techniques, procedures and trends in community supervision casework;
- Master's degree with emphasis in Criminal Justice Administration.
- 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; and
- Must pass a background investigation.

***Summary of Functions:***

- Provide overall leadership and management of the Department;
- Formulate departmental goals and policy, direct its execution, and evaluate work accomplished;
- Direct the community supervision services provided by the Department including pre-sentence 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 with 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, update, implement the standards, procedures, budgets, staff requirements, work distribution, strategic plan, etc., of the Department;
- 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, ensuring that training needs are met;
- Develop, review, revise and implement staff personnel policies;
- Direct and review the operations of various service agencies utilized by the Department by conferring regularly with service agency supervisors and staff;
- Timely prepare necessary reports required or requested by the Community Justice Assistance Division of the Texas Department of Criminal Justice; and
- Perform other duties as they are required.

**Submit resume and references, by no later than April 17, 2020 to:**

**Honorable Rick Kennon  
368th Judicial District Court  
405 MLK Blvd.  
Georgetown, Texas 78626**