



NACOGDOCHES COUNTY

Job Opportunity

Position: Director
Department: Nacogdoches County Probation Department
Type: Regular, Full-Time (District)

Application Deadline: May 29, 2015

General Description:

Under the direction of the District Judges, the Director plans, organizes and directs the operations of the County Probation Department. This position oversees the management and administration of the programs and activities of the department.

Duties Include:

- Overseeing the daily operations of the department
- Preparing annually or biennially a budget for the department
- Negotiating and entering into contracts on behalf of the department
- Establishing policies and procedures for all functions of the department
- Developing personnel policies and procedures, including disciplinary proceedings
- Establishing procedures and practices through which the department will address an employment related grievance
- Be responsible for the management and authorization of the officers to carry weapons as allowed by the Texas Government Code
- Performs other duties as assigned

Knowledge, Skills & Abilities:

- Excellent verbal and written communication skills
- Prior management experience in Community Supervision and Corrections
- Working knowledge of the computer systems used by the Nacogdoches County Community Supervision and Corrections Department

Qualifications:

- Five years recent experience as an adult probation officer in Texas
- Working knowledge of the standards and regulations for Community Supervision and Corrections Departments established by the Texas Community Justice Assistance Division
- Bachelor's Degree from a university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board

Instructions:

Complete a Nacogdoches County Employment Application available on this website and mail to the address below by 05/29/2015. Resume and professional references may be attached to the application, but are not accepted in place of the completed application.

Submit application to: Human Resources Department
Nacogdoches County
101 W. Main St., Ste. 161
Nacogdoches, TX 75961