

**WILLIAMSON COUNTY ADULT PROBATION  
(CSCD)**

**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**

**MARTY GRIFFITH  
CSCD DIRECTOR**

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**JOB ANNOUNCEMENT**

**JOB TITLE:** Community Supervision Officer

**LOCATION:** Williamson County CSCD Georgetown, Texas

**DUTIES:** Supervise a caseload of offenders placed under community supervision for felony and misdemeanor offenses. Specific duties will consist of monitoring the offender's compliance with the orders of the Court through routine office and field contacts to ensure community safety, referring the offender to behavioral changing resources, conducting assessments and individualized case supervision plans, conducting orientation/intake with new probationers, closely communicating with probation officers in other counties to determine an offender's compliance with conditions of probation, and reporting violations of probation to the appropriate authorities in a timely manner.

**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. The degree should be in criminal justice, criminology, counseling, psychology, sociology, social work, or a related human services field. Qualified applicants who are fluent in the Spanish language will be given priority.

**SALARY:** Negotiable, based on experience.

**CLOSING DATE:** Until filled.

Persons interested in applying for this position should send a resume and their most recent college transcript. Information may be submitted by mail or by email to [HYPERLINK "mailto:mgriffith@adultprobation.net"](mailto:mgriffith@adultprobation.net)  
[mgriffith@adultprobation.net](mailto:mgriffith@adultprobation.net).

Marty Griffith, Director  
Williamson County CSCD  
PO Box 251  
Georgetown, Texas 78627  
512-943-3502