

33RD AND 424TH JUDICIAL DISTRICTS

Community Supervision and
Corrections Department

1701 E. Polk St.

Suite 101

Burnet, Texas 78611



Burnet, Blanco, Llano and
San Saba Counties

(512) 756-5473

Fax: (512) 756-4371

Hon. Allan Garrett, Judge
33rd Judicial District Court

Hon. Evan Stubbs, Judge
424th Judicial District Court

Announcement: 33rd & 424th Judicial Districts CSCD Director Position

Posting Date: January 19, 2024

Closing Date: March 2, 2024

Salary: Will be commensurate with experience.

General Information

The 33rd and 424th Judicial Districts CSCD serves two (2) District Courts, one (1) County Court at Law and three (3) County Courts in four (4) counties (Blanco, Burnet, Llano and San Saba). The District is also served by a Drug Court, three (3) specialized caseloads and one (1) Bond Supervision caseload. CSCD staff consists of 18 full time positions, one (1) part time position and two (2) contract substance abuse counselor positions. The CSCD also allows its field officers to be certified to carry a weapon during the performance of their duties. The CSCD also operates an Intermediate Sanctions Facility with a staff of 22 full time positions and one (1) part time position, with two (2) contract counselors. The CSCD has five (5), operating budgets totaling \$3,468,180.00. The CSCD supervises a total of 1863 probationers and 257 pre-trial defendants as of September 1, 2023.

Minimum Qualifications

Texas Government Code 76.004, 76.005, as well as Texas Administrative Code Title 37 Part 6 Rules 163.21 & 163.33 require the Judges to appoint a CSCD Director who must meet, at minimum, the eligibility requirements for officers.

- 1) A bachelors' degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
 - 2) Cannot be employed as a peace officer, or work as a reserve or volunteer peace officer; and
 - 3) Cannot currently be on community supervision, parole or serving a sentence for a criminal offense.
 - 4) Must possess a valid Driver License.
 - 5) Must pass a background investigation.
-

Ideal Experience, Skills, and Abilities

- 1) Ten years of experience with a CSCD with at least five years of experience in administration or supervisory position.
- 2) Demonstrated leadership abilities and experience in successfully directing or assisting with the building of effective community supervision.
- 3) High level of communication and interpersonal skills used with the public, employees, elected and appointed officials; ability to speak effectively in public.
- 4) A working knowledge of techniques and procedures in best practices for effective community supervision.
- 5) Computer skills with working knowledge of spreadsheets, word processing, databases and programming.
- 6) Knowledge of grant preparation, process, and maintenance.
- 7) Experience in working in a multi-county jurisdiction.
- 8) Working knowledge of Community Corrections Facility (Residential) Standards and issues.
- 9) Working knowledge of CJAD Weapons policy and Standards (163.34).

10) Willingness to continue working in direct contact with probationers, as the need arises.

Essential Duties and Responsibilities

Maintain department's full compliance with all standards, statutes and ethics as detailed in the Texas Administrative Code, Government Code, TDCJ-CJAD Standards and Financial Management Manual as well as all other state and federal statutes.

- Provide leadership and day to day management of the operations of the department.
- Employ officers, assistants and other employees to carry on the core services of the department including but not limited to conducting pre-sentence investigations, supervise and rehabilitate defendants placed under supervision, enforce the conditions of supervision and serve the local Courts. Responsible for the cost effective development, coordinate the preparation and implement the department budgets with fiscal responsibility.
- Attend all related trainings for the duties and responsibilities.
- Continue to develop and implement the Strategic Plan for the department including reducing recidivism and revocations.
- Responsible for the continued development of administration and for standards, procedures and policies related to personnel, including staff development, interns/volunteers, training, budget and physical facilities. Interprets department policies, job responsibilities and assignments to staff. Establishes or adjusts work procedures to achieve goals.
- Initiate and be responsible for all personnel actions such as promotions, discharges, grievances and disciplinary measures for staff personnel.
- Negotiate and enter into contracts on behalf of and benefitting the department in accordance with state laws and requirements of TDCJ-CJAD.
- Submit all required and or requested reports timely to TDCJ-CJAD. Insure all program records and statistical data is consistent with the requirements of the law and TDCJ-CJAD standards.
- Prepare reports for local Judges.
- Professionally represent the department in meetings and committees with TDCJ-CJAD, other government entities, other CSCDs, Civic and Social Service organizations, and the public.
- Perform other duties as identified, needed and including those required by statute.

Send resume, copies of transcripts reflecting degree conferred (employment offer will be contingent on official transcripts being submitted), and three (3) references to:

The Honorable Allan Garrett; Judge, 33rd Judicial District Court
C/O Lisa Bell
1701 E. Polk
Burnet, Texas 78611
Email: 33coordinator@gmail.com
