



CHIEF ADULT PROBATION OFFICER BEXAR COUNTY, TEXAS

The District and Statutory County Court Judges trying criminal cases in Bexar County are soliciting applications for Chief of the Community Supervision and Corrections Department, responsible for the operation of the County Adult Probation Department and supervision of 400+ employees.

Candidate Qualifications:

Graduate degree preferred in criminology; counseling; social work; psychology; business; public or nonprofit administration; or a closely related field; or a J.D. Significant administrative or managerial experience, with demonstrated leadership in a department or business. All candidates must also meet the eligibility requirements for a community supervision officer as set out in the Texas Government Code. Must successfully pass a background investigation. Required to be on call 24 hours a day, and required to work more than 40 hours per work week.

Salary range is \$135,000 to \$170,000 per year.

How to Apply:

Applicants must submit a résumé and short letter outlining their interest in and qualifications for this position to:

Melissa Barlow Fischer, General Administrative Counsel for the Criminal District Courts, Cadena-Reeves Justice Center, 300 Dolorosa Suite 4076, San Antonio, TX 78205.

Applications must be received by November 2, 2009.



**DIRECTOR OF BEXAR COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT**

DATE CREATED: AUGUST 1997

FLSA STATUS: Exempt
SECTION: Administration

REPORTING RELATIONSHIPS

Reports directly to: **District Judges and County Court At Law Judges**
Directly Supervises: **Administrative Staff**

ESSENTIAL DUTIES AND RESPONSIBILITIES

Appoints assistants and other employees to carry out the professional, clerical, and other support work relating to probation. The Chief oversees and coordinates activities of workers assigned to various probation office locations and occupations; studies production reports and estimates man-hour requirements for completion of various job assignments; develops administrative standards and procedures relating to personnel, including staff policies, job responsibilities, and duty assignments of staff; establishes or adjusts work procedures and schedules to meet probation objectives; evaluates measures to improve department operation; analyzes and resolves work problems or assists staff workers in attaining work goals; initiates personnel actions such as promotions, discharges, and disciplinary measures; confers with Administrative Staff and coordinates activities of individual sections within the department; establishes and maintains relationships with other agencies and organizations in the community regarding services and resources available for the rehabilitation of probationers; may confer with workers to resolve grievances; continually provides and evaluates in-service training programs for all new and more experienced staff members; employs all professional staff; reviews and approves payroll authorization requests, personnel action changes, purchase requests, requests for payment, record of material received documents, leave request for administrative staff, and lateral transfer requests; initiates internal audits; reviews and approves all internal caseload and mileage audit reports; reviews all personnel performance evaluations; plans the overall operating budgets of the department for each fiscal year; serves on various boards and committees concerned with community based criminal justice programs, reviews and approves contracts for service; insures that Community Justice Assistance Division standards are met so as not to jeopardize departmental funding; and performs other duties and tasks as may be required by the Judges to insure the continued operation and functioning of a professional probation department

QUALIFICATIONS

Bachelor Degree's (related field) conferred by an accredited institution of higher learning; Certified through the Community Justice Assistance Division; Must be able to communicate effectively with people/public; must be congenial, a team worker who can perform duties inside and outside the office during normal duty hours, however, may work irregular duty hours.