



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **DEPUTY DIRECTOR**
DEPARTMENT: Adult Probation
DATE POSTED: May 15, 2025
CLOSING DATE: Open until filled
HIRING SALARY: **\$65,000**

POSITION OVERVIEW

Reporting to the Director of Adult Probation, this position is directly responsible for daily operations of Harrison County CSCD, including personnel matters. Assists with development, implementation, and revision of departmental policies and procedures in accordance with CJAD standards of community supervision; ensures employee training/compliance within standards; performs supervisory casework of their own caseload, in addition to supervising the casework of those assigned to Officers. Performs all other job-related duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

Bachelors' degree in Criminal Justice, Social or Behavioral Sciences or directly related field and five (5) years' experience in criminology, corrections, counseling, law, social work, psychology, sociology, including two (2) years' in supervisory/management position. Requires experience in case management and/or case supervision, in addition to a working knowledge of court procedures. Must have a public service attitude, ability to remain calm during situations of crisis and have the ability to interact in a courteous and professional manner with a wide variety of individuals.

LICENSE / CERTIFICATION

- Valid Texas Driver's License
- Valid Community Supervision Officer certification

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Weekdays (and evenings/weekends as necessary)

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W Houston St, Room 328
Marshall, TX 75670
hrassist@co.harrison.tx.us

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