



# **Community Supervision & Corrections Department**

79<sup>th</sup> JUDICIAL DISTRICT

Ruben G. Valerio  
Director

## **JOB ANNOUNCEMENT** **PRE TRIAL BOND OFFICER /** **COMMUNITY SERVICE RESTITUTION COORDINATOR**

### **SUMMARY OF DUTIES:**

Supervise a Pre Trial Bond caseload of felony/misdemeanor offenders. Conduct field contacts, assessments, individual case supervision plans, work with Magistrates, conduct offender interviews in jail setting, utilize case management skills, monitor offenders via GPS, or other electronic monitoring devices, etc. Coordinates and maintains records for the Community Service Restitution Program.

### **PREFERRED QUALIFICATIONS:**

Associates Degree (with 1 year case management experience) in Psychology, Sociology, Criminal Justice, or other Human Services Degree.

### **CERTIFICATIONS PREFERRED:**

None

### **SALARY:**

\$35,000.00 (Commensurate to experience)

### **HOW TO APPLY:**

Email resume: [rvalerio@co.jim-wells.tx.us](mailto:rvalerio@co.jim-wells.tx.us)

or

Fax resume: 361-668-8681

or

Mail resume: 79th Judicial District CSCD  
Ruben G. Valerio, Director  
610 E. Second St.  
Alice, Texas 78332

**POSTED DATE: April 15, 2025**

**CLOSING DATE: Until the position is filled.**

***Only applicants selected for an interview will be contacted. Contact initiated within two weeks of receipt of application /resume'.***

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