

**HILL COUNTY COMMUNITY
SUPERVISION AND CORRECTIONS
DEPARTMENT**



P.O. BOX 771
126 S. Covington St.
Hillsboro, Texas 76645
(254) 582-4075 Fax: (254) 582-4039

Gregory Mason
Director

February 28, 2023

JOB ANNOUNCEMENT

JOB TITLE: Caseworker

LOCATION: Hillsboro, Texas

JOB SUMMARY: Conduct assessments and complete reports, perform initial case intakes as appropriate, assist in the enforcement of conditions of community supervision, conduct criminal history checks, data input, prepare court documents, provide testimony in court as needed. Conduct urine, breathe and saliva collection for drug/alcohol testing, collect DNA and fingerprints, obtain reports from law enforcement and other criminal justice/governmental agencies, assist department staff, follow all personnel and departmental policies, plus any additional duties assigned.

QUALIFICATIONS: Must have earned a High School Diploma. Applicant must be 21 years of age or older at the time of employment. Applicant cannot be employed or volunteer as a peace officer, nor can the applicant currently be on probation, parole, or serving a sentence for any criminal offense.

SALARY: \$30,000. Negotiable, based on experience and education. Bilingual stipend for those fluent in Spanish.

WORK SCHEDULE: Monday through Thursday, 7:00 AM to 6:00 PM.

CLOSING DATE: Until filled.

Please mail a cover letter, resume, application (may be obtained at the Hill County CSCD or online at www.co.hill.tx.us/page/hill.Probation), and most recent college transcript to:

Hill County Community Supervision and Corrections Department
P.O. Box 771
Hillsboro, Texas 76645

Or

Email: cscd@co.hill.tx.us