



118TH JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS
HOWARD, MARTIN & GLASSCOCK COUNTIES
P. O. Drawer 1951
Big Spring, TX 79721-1951
Phone (432) 264-2245
Fax (432) 264-2248

Kent
Minchew,
Director

JOB ANNOUNCEMENT JOB TITLE: Pre-Trial Caseworker Tech

LOCATION: Howard, Martin & Glasscock Counties.

QUALIFICATIONS: A minimum of a high school or associates degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education. Applicants must be able to pass a criminal background check.

DUTIES: Supervise a caseload of offenders placed under community supervision. Specific duties determined by the type of caseload assigned and may include, but not be limited to the following: monitor offender's compliance with conditions of community supervision and bond, conduct routine office and field contacts on offenders, conduct urinalysis, provide referrals to offenders for services and programs to address criminogenic needs, conduct intakes, report violations to the court, maintain case files and chronological reports/documentation, assist department staff, maintain training requirements, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director. M-Th 8-5pm; F 8-12pm

SALARY: Benefits from ERS and TCDRS. Salary: \$38,000 + depending on experience and education. Steps and merits given during tenure of employment as budget allows.

BENEFITS: Insurance - ERS
Retirement – TCDRS
Vacation and Sick leave earned monthly
Holidays (usually 12-13)

APPLICATIONS: Pick up applications at Howard County Adult Probation, 315 S Main St, Ste. B

CLOSING DATE: 01/09/2026