

Employer:
Waller County Criminal District Attorney's Office

Location:
Hempstead, Texas (40 miles west of Houston)

EMPLOYMENT OPPORTUNITY NOTICE

The Office of the Criminal District Attorney of Waller County, Texas is currently accepting applications for the position of a Community Service Coordinator. The job is available January 2, 2019.

This is a full-time position that requires work to be performed on the weekends.

The successful candidate will be required to supervise and coordinate probationers in the Pretrial Diversion Program to perform physical labor for the County of Waller and/or designated and approved charities that promote the public good and welfare. The candidate will be required to accompany and direct probationers on community service projects around the four precincts in Waller County. Physical labor is an integral part of this job. Knowledge of vehicles and the ability to understand and perform minor repairs to vehicles is also a requirement of this job.

Candidates must possess and maintain a valid TX driver's license and possess the ability to pull a trailer behind a truck. Applicants must know how to read and write the English language, and applicants must be proficient in the use of Microsoft Outlook. The successful candidate will be required to keep detailed records and interact with county officials/employees and representatives of charities within the county. A good attitude and the ability to work well with others are mandatory requirements. Applicants must possess a familiarity with the Texas criminal justice system as well as the ability to informally counsel offenders about changing life habits that could lead to further criminal justice involvement. Persons that have previously been part of the criminal justice system are invited to apply if they have a story and history that shows a successful track record of rehabilitation and/or changing their lives in positive ways.

Our office is a close-knit office of 9 attorneys, 6 legal assistants and 3 investigators all of whom take great pride in what we do, you should too.

Applicants are requested to submit an employment application (available here www.co.waller.tx.us/ips/cms/jobs), cover letter, and resume. These items may be submitted by email p.sanders@wallercounty.us Please send all requested items together and not piecemeal. Not all applicants will be interviewed or contacted.

WALLER COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER