



155th/506th JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

Serving Austin, Fayette and Waller Counties
925 5th Street
Hempstead, Texas 77445
(979) 826-8051 Fax (979) 826-7625

Jo Ann Fishbeck
Director

POSITION ANNOUNCEMENT-155TH/506TH CSCD DIRECTOR

JOB TITLE: Director
DEPARTMENT: 155th/506th Judicial District Community Supervision and Corrections Department
FSLA STATUS: Non-Exempt
PREPARED DATE: June 17, 2026
CLOSING DATE: Open until filled
SALARY: \$95,000-110,000

GENERAL INFORMATION: The 155th/506th Judicial District CSCD is a special purpose district serving the Board of Judges comprised of the presiding Judges of two District Courts, three County Courts at Law and one County Court having jurisdiction in Austin, Fayette and Waller Counties. Applicants must meet the minimum qualifications for an adult probation officer. Applicants will be required to travel throughout the district as needed. Applicants will also be required to represent the district at state-wide meetings and conferences that will require overnight stays away from home for up to three or four consecutive nights.

- Must possess a bachelor's degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board.
- Have a current Texas driver's license or be eligible to obtain a Texas driver's license and obtain one within thirty days of hire.
- Cannot be employed as a peace officer or work as a reserve or volunteer peace officer.
- Cannot currently be on community supervision, parole or serving a sentence for a criminal offense and have disqualifying criminal history.

IDEAL EXPERIENCE, SKILLS AND ABILITIES:

- Five years' experience related to administrative and supervisory experience with demonstrated ability and leadership.
- Knowledge of principles, techniques, procedures, and trends in probation casework.
- Knowledge of management, accounting, organization and administrative methods and procedures.
- Computer skills with working knowledge of spreadsheets, word processing, databases, and familiarity with programming.
- Knowledge of federal and state laws and rules, regulations, procedures, and techniques involved in the preparation and disclosure of case records and related documents.
- Ability to evaluate department programs for effectiveness.
- Good communication skills-both written and verbal.
- Ability to maintain professional working relationships with other county officials, state, municipal and civic organizations, and agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are intended as illustrations of the various types of work that may be performed and are not necessarily all-inclusive. The Director shall:

- Monitoring community supervision services provided by the Department including pre-sentence investigations, offender assessments/evaluations, community corrections programs, community service restitution, victim restitution services and various other duties related to adult offenders under the jurisdiction of the Court.
- Writing comprehensive management reports, detailing plans, budgets, and statistical analysis.
- Planning, developing, reviewing and evaluating community corrections programs.
- Maintaining and monitoring all necessary contracts for offenders and department services.
- Writing and overseeing grants to secure funding for department services.
- Assumes responsibility for human resources issues, such as hiring personnel, performance evaluations and discipline of CSCD employees.
- Training, supervision and evaluation of all department staff.
- Providing overall leadership and management of the department.
- Preparation of the Strategic Plan.
- Developing personnel policies and procedures, including disciplinary proceedings and employment related grievances.
- Maintain full compliance with the TDCJ-CJAD Standards.
- Maintain full compliance with the TDCJ-JAD Financial Management Manual.
- Timely submits necessary reports required or requested by the Community Justice Assistance Division of the Texas Department of Criminal Justice.
- Ensures all statistical data is consistent with statutory requirements and TDCJ-CJAD Standards.

Applicants should submit their resume by email to:

Honorable Jeff R. Steinhauser
Administrative Judge
151 N Washington, Ste. 201
La Grange, TX 78945
155disct@co.fayette.tx.us