

PERMIAN BASIN CSCD

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Miguel A. Ureta Jr., Director

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JOB ANNOUNCEMENT

- JOB TITLE:** Administrative Support/Clerical Staff for Adult Probation Department
- LOCATION:** Sonora, Texas
- QUALIFICATIONS:** Applicants must possess a High School Diploma and valid Texas Driver License with Liability Insurance. Must possess clerical skills and working knowledge of computers. Experience with Microsoft Word, Excel and Outlook preferred. Must be able to work independently, multi-task and possess skills to effectively communicate in writing and orally. Applicants must be able to pass a criminal background check.
- DUTIES:** Assist and support the Probation Officer, the Probation Director and administrative designees in the daily and overall functions of the Adult Probation Department/Office. Duties may include, but are not limited to the following: typing, filing, data entry and extraction, fee collection and receipting, fee reconciliation, answering phones, daily mail collection and deposit. Additional duties may include, but are not limited to the following: providing transportation for adults (like gender) to placement facilities, urinalysis collection (like gender), day and overnight travel outside of and within the department's jurisdiction to assist the department and or attend relevant training, attendance at adult court proceedings, and documentation of all pertinent direct contacts with adult offenders and their collaterals. Perform other duties as assigned by Director.
- SALARY:** Commensurate with experience. Benefits included from ERS And TCDRS
- CLOSING DATE:** Until filled

Please request an application at mike.ureta@co.pecos.tx.us and email completed application, current resume, copy of High School Diploma and a sample of technical writing skills, such as a cover letter, to Miguel A. Ureta Jr. at the above listed email address.