

Position Announcement

Wood County Community
Supervision and Corrections Department
(Adult Probation)

Position: Support Staff

Opening date:

Closing date: When position filled

Minimum Requirements:

Possess a high school diploma or GED, and a valid driver license. Have a clean criminal history and pass a drug test. Have experience working in an office environment. Be comfortable with computers, have basic keyboard skills, and be familiar with programs such as Microsoft Outlook, Word, and Excel. Be detail oriented and able to multitask. Possess good oral and written communication skills, and have a pleasant demeanor.

Duties:

Assist officers and Director as needed. Create, update and close records in defendant databases and maintain event logs. Monitor and schedule urinalyses, collect money, and issue receipts. Perform general office work to include data entry, account balancing, filing, photocopying, and ordering office supplies. Perform basic personnel and budgetary functions. Draft and submit official reports. Answer phone and process mail. Interact with defendants, court and county officials, law enforcement, attorneys, state entities and the general public. Attend and participate in criminal court proceedings as necessary. Perform other duties as required. Crosstrain with other office personnel. Other training provided as necessary.

Salary based on experience. Benefits package includes medical insurance and retirement plan.

All applicants are subject to background checks, drug testing and polygraph testing.

Submit resume/application to:

Wood County CSCD
P.O. Box 419
Quitman, TX, 75783
Attn: David Margos