

JOB ANNOUNCEMENT

The Tri-County Juvenile Probation Department is currently accepting applications for the position of Office Support Staff.

The ideal candidate for the position would be a motivated, self-starter. Applicants must meet minimum requirements for Office Support Staff which include a high school diploma/GED. Applicants must also hold a valid Texas Driver's License with a clean record, be of good moral character, possess knowledge of basic computer skills and be able to pass a background investigation.

The work is repetitive and requires excellence in communication skills, whether by phone, fax, e-mail or in person. The person who performs this job must be good at organizing, prioritizing, attention to details, working as part of a group, flexibility in order to perform a variety of duties, working in a stressful environment, and dealing with juveniles offenders. The person selected for this job must be able to work under constant deadlines, and handle the responsibility of being the primary person in charge if inputting data into a computer system. In addition, the person selected must be accessible at all times and willing to help the Juvenile Probation Officer with transportations and community services.

Applications and resumes are being accepted for the position. Application and job description may be obtained at the Tri-County Juvenile Probation Department, 107 W Avenue E #12, Alpine, Texas 79830.

Position open until filled. For more information, contact Chief Anthony Ramos at the Tri-County Juvenile Probation Department at (432) 837-2004.

An Equal Opportunity Employer.