**Job Title: Office Assistant**

**Location:** Tri-County Juvenile Probation Department  
**Job Type:** Part-Time (Flexible Hours)  
**Compensation:** TBD

### **Job Overview:**

The Tri-County Juvenile Probation Department is seeking a highly organized and detail-oriented **Office Assistant** to join our team on a part-time basis. This role is ideal for someone who thrives in a fast-paced environment, enjoys administrative work, and is looking for an opportunity to grow into a full-time position.

### **Key Responsibilities:**

* Provide general administrative support, including data entry, filing, and document organization
* Answer phone calls and emails, directing inquiries to the appropriate team members
* Schedule appointments and meetings, managing office calendars
* Assist with basic bookkeeping tasks (if applicable)
* Maintain office supplies and ensure the workspace is organized
* Support special projects as needed

### **Qualifications:**

* Previous administrative or office experience preferred
* Proficiency in computer skills
* Proficiency in Microsoft Office (Word, Excel, Outlook) and Google Suite
* Strong communication and interpersonal skills
* Excellent organizational and time management abilities
* Ability to work independently and collaboratively in a team setting
* Attention to detail and problem-solving skills

### **Perks & Benefits:**

* Flexible part-time hours (with the possibility of full-time)
* Growth opportunities within the company
* Friendly and supportive work environment

**How to Apply:**If you are interested in this opportunity, please submit your resume and a brief cover letter to trico.jpd@co.brewster.tx.us. We look forward to hearing from you.