



MONTAGUE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

P.O. Box 25
Montague, Texas 76251
(940) 894-2222
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Cody Busby
Director

JOB ANNOUNCEMENT

JOB TITLE:	Part-Time Office Assistant / Support Staff
LOCATION:	97th Judicial District Community Supervision and Corrections Department. Clay County Office (Henreitta TX)
JOB SUMMARY:	Office Assistant / Support Staff duties include but are not limited to: general reception, data entry into database software, money collection, balancing daily receipt reports, be able to use software to issue checks, balancing monthly bank statements, transferring cases to other counties, monitoring drug test, monitoring indirect caseload, reporting violations to proper authorities, court testimony, working closely with other community supervision departments, law enforcement agencies and the Courts.
QUALIFICATIONS:	Applicants must possess a High School Diploma or equivalent.
REQUIREMENTS:	• Must be able to communicate effectively both orally and in writing • Must be proficient in computer skills that include MS Word, Excel and must be able to navigate database software. • Must be knowledgeable in filing systems, general office equipment. • Must possess valid driver's license with good driving record and must be insurable. • Must pass a background check and drug screen • Must be able to able to perform work-related travel
WORK HOURS:	28 hours per week. Typical weekly hours will be Monday-Thursday 8:00 am – 4:00 pm (closed 12:00-1:00 for lunch) Friday off, but is subject to change. Closed on most state/federal holidays.
SALARY/BENEFITS:	\$20.00/hour, retirement plan through TCDRS, health insurance available for purchase at 50% reduction rate.
HOW TO APPLY:	Send professional cover letter and resume to Cody Busby at cbusby@97thcsd.com