

32<sup>nd</sup> JUDICIAL DISTRICT  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
100 East Third Street, Suite 304  
Sweetwater, Texas 79556

(325) 235-2608 Phone

www.32ndcscd.org

(325) 235-8571 Fax

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**32<sup>nd</sup> Judicial District CSCD**  
**Part-Time Administrative Assistant-Colorado City Office**

**Part-Time Job application available from [www.32ndcscd.org](http://www.32ndcscd.org)**

**Submit completed application and résumé to Kent Ruffin, Director by August 31, 2018**

**Job Posting: Until August 31, 2018**

**Date: *Employment to begin September 1, 2018or ASAP***

**Compensation**

**Annual Salary range \$10,000 to \$12,000 depending on experience**

- No other benefits

**Qualifications**

- High school diploma or GED; preferably business school or training in administrative and computer skills
- Must be 18 years of age or older and have no major law violations
- Must be bondable
- Possess the ability to work a flexible 20 hour/week
- Computer skills in Microsoft Word, Excel, and Outlook, and the ability to quickly learn web-based in-house software
- Must have the ability to work well with city, county, state and federal employees and the general public
- Must have a current Texas driver license and be in good standing

**Job Duties**

- Adhere to community supervision case record and file security confidentiality laws
- Maintain good working relationship with other employees, departments, and the general public
- Answer telephone
- Prepare and maintain out-of-county offender reports, receipts, and other computer generated documents
- Prepare case folders on new cases and assure files are fully completed
- Assist CSO officers in preparing court ordered documents
- Properly receive monies collected from probationers for court-ordered fees; accurately post in software system, and distribute proper receipts
- Manage and balance daily collections
- Perform other related duties as assigned by the CSCD Director

**Main Office**

Nolan County Courthouse  
100 East 3<sup>rd</sup>, Suite 304  
Sweetwater, TX 79556  
Ph (325) 235-2608  
Fax (325) 235-8571

**Satellite Office**

Mitchell County Courthouse  
355 Oak St.  
Colorado City, TX 79512  
Ph (325) 728-3457  
Fax (325) 728-3811

**Satellite Office**

Fisher County Courthouse  
112 North Concho  
Roby, TX 79543  
(325) 776-3275  
Wednesdays Only\*