

CAMPBELL COX II, JUDGE
145th District Court

EDWIN A. KLEIN, JUDGE
420th District Court



JACK SINZ, JUDGE
County Court at Law

TY McCARTY – DIRECTOR
MONICA MARTIN – SUPERVISOR
THOMAS ANTHONY - SUPERVISOR

NACOGDOCHES COUNTY CSCD

District Probation
206 WEST PILAR ST.
NACOGDOCHES, TEXAS 75961
(936) 560-7715
Fax (936) 560-5790

Job Opportunity

Position: Community Supervision Clerk
Department: Nacogdoches County CSCD
Type: Regular, Full-Time

Application Deadline: 11-11-16
Salary: Based on experience

BASIC RESPONSIBILITIES:

The Clerk is selected by the Director or his/her designee. The Clerk will prepare the judgments and applications for revocation of probation for Department probation cases, will enter new probation cases in the Department computer system, and will prepare routine correspondence pertaining to activities of the Department. The Clerk will also substitute for the Receptionist when requested to do so and will assist the Office Manager as needed. The Clerk will perform other duties as assigned by the Director.

EXAMPLES OF DUTIES:

- Accurately types correspondence and other documents as directed,
- Receives and accurately receipts supervision fees, UA fees, and special programs registration fees from offenders,
- Posts payments toward offenders accounts,
- Creates hard copy case files for all new cases including courtesy supervision cases.
- Creates computerized data file for all new probationers.
- Conducts research of other databases available to locate missing information, such as TRN/TRS numbers and SID numbers,
- Prepares daily receipts for deposit in accordance with policy and procedures and generally accepted accounting practices,
- Verifies the daily cash receipts with the computerized printout of daily transactions for agreement on amounts,
- Opens, date stamps and distributes mail daily,

- Posts all money orders received in the mail to a computerized log daily,
- Reviews incoming cases from other jurisdictions for accuracy and completeness,
- Ensures that the front office and lobby are secured at the end of each day, and that the daily receipts have been secured in the safe prior to leaving for the day,
- Posts notices on the front door, in English and in Spanish, announcing scheduled office closures no less than one week in advance of the closure,
- Attends training as recommended or required by direct supervisor and/or the Director,
- Performs other duties as assigned.

REQUIREMENTS:

Education and Experience:

- High School graduate or equivalent
- Prior experience as a cashier or collections clerk and receptionist preferred

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Good working knowledge of and ability to use sound accounting practices, safeguards and controls,
- Experienced in use of word processing and other computer software,
- Good working knowledge of the operation, use, and care of standard office machines,
- Ability to comprehend and comply with semi-complex verbal and written instructions,
- Ability to work effectively in a fast paced environment with heavy traffic.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS:

- The physical/mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must comply with code of ethics promulgated by TDCJ-CJAD,
- Regular attendance and punctuality on the job;
- Must have mobility within an office and community environment;
- Must be able to operate and/or ride in a vehicle for varying periods of time under varying environmental conditions.
- Must be able to withstand the wet and/or humid conditions, extreme cold, and extreme heat;
- Must be able to visually identify offenders;
- Must be able to effectively handle multiple tasks in a high stress environment;
- Must be able to effectively communicate with offenders and the public;
- Must be able to read, speak, hear, and write the English language;
- Must be able to sit or stand alternately for extensive periods of time;

- Must be able to bend, reach, pull, and push to properly and safely file materials on a continuing basis;
- Must be able to move, lift, and carry up to 25 pounds for short periods of time;
- Must be able to tolerate a moderate noise level in a confined work environment with no windows or natural lighting; and
- Must be able to use a computer, copier, fax machine, and telephone on a continual basis.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Texas Driver's License (if employee is coming to this position from another state this requirement must be met no later than thirty (30) days following date of hire).
- Must have access to an automobile that can be used while on duty in the event department vehicle is unavailable.
- Must have a telephone number at which he/she can be reached.
- Must treat coworkers, clients, and all people that you may come into contact with either in person, on the phone, or by written/electronic communication with dignity and respect.
- Must be trustworthy and honest.

TO APPLY FOR THIS JOB:

- Contact the Nacogdoches County CSCD Office for the CSCD employment application.
(do not use the Nacogdoches County Employment Application available on the website)
- Submit the completed CSCD application directly to the Nacogdoches County CSCD Office.

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