

## SAN PATRICIO COUNTY EMPLOYMENT

### JAILER

#### SHERIFF / JAIL

- \*Full Time Regular Position
- \*Valid Texas Driver's License
- \*High School Diploma or GED
- \*Shift work- 4/12 rotating
- \*Experience preferred
- \*Must be able to read, write and communicate effectively in English
- \***Base Salary: \$3,920.49 Monthly**
- \***Salary: Based on Experience**
- \***Deadline for Applications: Open Until Filled**

### DEPUTY

#### SHERIFF'S DEPARTMENT

- \*Full Time Regular Position
- \*TCOLE certification required
- \*High School Diploma or GED required
- \*Valid Texas Driver's License required
- \***Base Salary: \$4,194.93 Monthly**
- \***Salary: Based on Experience**
- \***Deadline for Application: Open Until Filled**

### DISPATCHER

#### SHERIFF'S DEPARTMENT

- \*Full Time Regular Position
- \*Computer literate and type 60 wpm
- \*Experience preferred
- \*Rotating shift position
- \*High School Diploma or GED
- \*Valid Texas Driver's License
- \***Base Salary: \$3,664.02 Monthly**
- \***Salary: Based on Experience**
- \***Deadline for Applications: Open Until Filled**

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

03/30/2026

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| <b>Job Title:</b> <b>Jail Nurse - Sinton</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:**                Sheriff  
**Pay Grade:**                 112  
**FLSA Status:**              Non-Exempt

**JOB SUMMARY**

The Jail Nurse is responsible for performing medical screening for intake of inmates, assessing health care needs of inmates; dispensing medication as prescribed and needed; coordinating with jail staff for scheduling of appointments for inmate with healthcare providers. Also responsible for performing medical tests within scope of license, maintaining accurate medical charts and related paperwork, and remaining on-call in response to medical emergencies at the jail.

**ESSENTIAL JOB FUNCTIONS:**

- Oversees the provision of health care measures to inmates in need of medical services by using effective nursing skills and judgement in both routine and emergency situations;
- Administers treatment as guided by physician protocol and standard of care for nursing;
- Plans, directs, and coordinates the medical care of all inmates while incarcerated;
- Schedules and prepares inmates for doctor appointments and treatments;
- Assesses injuries that need medical clearance from the hospital;
- Triage inmates for doctor/hospital transport;
- Delegates activities directly involved with patient care to other jail staff;
- Adheres to required infection control, isolation procedures, and aseptic techniques in the delivery of inmate patient care;
- Complies with HIPPA and other state, federal, and local laws and regulations;
- Establishes and maintains inmate medical charts and medical records and maintains confidentiality of all medical records;
- Assesses all medical requests from inmates, determines their validity, and upon consultation with physician, schedules appropriate medical tests and appointments;
- Oversees inventory and maintains and orders all medications for inmates;
- Prepares daily medication to be dispensed to inmates. Performs inventory and dispenses or supervises the dispensing of medication to inmates;
- Conducts TB testing and screening on inmates;
- Screens inmates for mental health treatment and referral to services to outside medical providers;
- Updates forms concerning all current inmates and inmates transferring to another facility; and
- Performs other assigned duties.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- LVN or equivalent;
- Five (5) years of related work experience in health care;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- NCLEX Certification;
- First Aid/CPR/AED Certifications; and
- Registered or Vocational Nurse License in the State of Texas.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and ability to recognize and professionally respond to adverse drug reactions to medicine;
- Knowledge of Texas Minimum Jail Standards;
- Knowledge of inmate medical plan requirements;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work under stressful situations;
- Ability to understand and exchange information with supervisors and co-workers when receiving assignments and instructions;
- Ability to provide verbal direction to inmates in regard to health care;
- Ability to follow all medical directions as prescribed by healthcare providers;
- Ability to follow safe work practices including workplace safety policies and procedures;
- Ability to react to emergency situations and make professional assessments pertaining to the nature of the emergency;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

### **PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

### **WORK ENVIRONMENT:**

Work environment involves occasional exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement, and inmates.

### **Full-Time Regular Position**

**Night Shift 9pm - 5am (Sunday - Thursday)**

**Salary: \$7,181.58 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Personnel Department @ San Patricio County Courthouse, 400 W. Sinton, B-11, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytx.gov](mailto:jobs@sanpatriciocountytx.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

# **DISTRICT COURT REPORTER**

## **Aransas, Bee, Live Oak, McMullen and San Patricio Counties**

**DEPARTMENT:** 36<sup>th</sup>, 156<sup>th</sup> & 343<sup>rd</sup> Judicial Districts

**IMMEDIATE SUPERVISOR:** District Judges

Full Time with benefits

Salary: \$126,862.85

Position Date: January 2, 2026

### **JOB SUMMARY:**

The Court Reporter is responsible for capturing a verbatim record of live court proceedings and providing real-time, if requested, and transcribe records for appeals and requests in a timely manner. One office week provided a month to transcribe records.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Takes verbatim records of the court;
- Maintains accurate court proceedings log/records;
- Drives to courthouses in Aransas, Bee, Live Oak, San Patricio and McMullen Counties in personal vehicle;
- Captures spoken dialogue with specialized equipment, including stenography machines, audio recording devices and microphones;
- Transcribes all court records on appeal or requests in accordance with Uniform Format Manual and appellate guidelines;
- E-files all appellate records with the courts of appeal;
- Assists with office clerical work as requested by the judge;
- Purchases and maintains all equipment and software used in the performance of duties;
- Reads or plays back all or a portion of the proceedings upon request from the courts;
- Provides copies of Reporter's Records to the courts, counsel and parties involved;
- Preserves shorthand notes for future reference per statutory guidelines;
- Marks and retains all exhibits introduced in court proceedings and later files with the courts of appeal, district clerks and/or sheriff's departments;
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public;
- Performs other assigned duties.

### **KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of courtroom procedures and court reporting laws and rules;
- Knowledge of the Code of Ethics for Certified Shorthand Reporters;
- Knowledge of county ordinances, policies and procedures;
- Skill in planning and organizing work;
- Skill in written and verbal communication;
- Ability to communicate effectively with the public and handle stressful situations;

### **MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION**

Additional training beyond high school in court reporting required. Minimum six months to one-year experience as a court reporter required. Texas Driver's License required.

Licensed and in good standing as a Certified Shorthand Reporter (CSR) by the Judicial Branch Certification Commission.

**ADDITIONAL REQUIREMENTS:**

Maintain CSR license as required by the Judicial Branch Certification Commission (licensing fee paid at county expense).

Ability to sit and hear for extended periods of time;

Must provide reliable transportation. Mileage reimbursed from designated office location;

Must submit to and pass a pre-employment drug test/standard physical exam as described in personnel handbook;

Required to attend necessary continuing education seminars and training, as needed, at county expense.

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387.**

**Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

**Job Title:**

## **Heavy Equipment Operator I / II – Mathis (Finish Motor Grader Operator)**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Road and Bridge Pct. #3

**Pay Grade:** 105 / 106

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- Commercial Driver's License and **seven (7) years Motor Grader operator experience** – HEO II

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform jobduties.

### **Knowledge, Skills and Abilities:**

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;

- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat, crawl, bend, twist, climb, lift, hear, and talk while performing duties.

**WORK ENVIRONMENT:**

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

**Full-Time Regular Position**

**Base Salary HEO I : \$3,200.29 Monthly**

**Base Salary HEO II: \$3,424.31 Monthly / CDL & Seven (7) Years Motor Grader**

**Operator Experience Requirement**

**Salary: Based on Experience**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

03/30/2026

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| <b>Job Title:</b> | <b>Assistant County Attorney-Criminal</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** County Attorney

**Pay Grade:** 118

**FLSA Status:** Exempt

### **JOB SUMMARY**

The Assistant County Attorney-Criminal is responsible for prosecuting all Class A and Class B misdemeanors in County Court at Law and representing the state or county in matters as permitted by statutes.

### **ESSENTIAL JOB FUNCTIONS:**

- Prosecutes Class A and B misdemeanors in County Court at Law, including, but not limited to, reviewing police incident and investigative reports, examining physical evidence and crime scenes, interviewing witnesses, assessing criminal histories, directing additional investigation when necessary, reviewing recorded police interviews of witnesses and field camera footage, plea negotiations, witness testimony preparation, interacting with law enforcement and victims, defense attorneys, witnesses, expert witnesses, and all other aspects of trial preparation;
- Assists law enforcement with the issuance or creation of documents including search warrants, conducting discovery, issuing subpoenas, designating experts, preparing witnesses, procuring trial exhibits, filing all necessary motions and notices, formulating trial strategies, daily court dockets, pretrial court appearances, managing court calendars, responding to discovery requests, and trying both jury and nonjury cases;
- Performs trial work, which includes conducting voir dire, selecting jury panels, presenting evidence in accordance with the Texas Rules of Evidence, direct examination and cross examination of witnesses, conducting legal research of the Texas Penal Code, Texas Rules of Evidence, Texas Code of Criminal Procedure, Texas Family Code, and the Texas Juvenile Code, and making appropriate legal and factual argument and analysis;
- Performs prosecution duties, which include writing appellate briefs and perfecting appeals by reviewing court transcripts, assessing all relevant legal issues, conducting legal research, and preparing briefs and arguments for appellate courts;
- Performs other miscellaneous legal duties as needed; and
- Performs other duties as assigned by the County Attorney.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Juris Doctor degree or equivalent;
- Five (5) years of related work experience as a licensed attorney;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **Knowledge, Skills and Abilities:**

- Knowledge of the Texas Penal Code, the Texas Code of Criminal Procedure, Texas Juvenile Code, Texas Rules of Evidence, Texas Rules of Appellate Procedure, and the Texas Family Code;
- Knowledge of federal, state, and local laws, legal procedures, and the court system;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;

- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Skill in organizing and presenting persuasive arguments;
- Skill in drafting and editing legal documents;
- Ability to read complex materials, conduct legal research, analyze legal questions, and to effectively explain conclusions;
- Ability to write appeal briefs, pleadings, memos, and correspondence;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary: \$7,712.20 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

03/30/2026

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| <b>Job Title:</b> | <b>Assistant District Attorney</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** District Attorney

**Pay Grade:** 118

**FLSA Status:** Exempt

### **JOB SUMMARY**

The Assistant District Attorney is responsible for prosecuting all felonies; representing the state or county in matters as permitted by statutes; and prosecuting and settling bond forfeiture cases.

### **ESSENTIAL JOB FUNCTIONS:**

- Prosecutes indicted felony criminal cases, motions to revoke probation, and other miscellaneous non-jury matters;
- Performs case evaluation for indictment and trial;
- Participates in jury selection and jury trial procedures;
- Prosecutes narcotics offenders and related asset forfeiture cases;
- Oversees plea negotiations;
- Locates and subpoenas witnesses;
- Interviews witnesses and counsels victims;
- Represents the state on appeals in criminal cases and bond forfeitures;
- Prepares cases and brainstorms ideas for court prosecutions;
- Researches legal questions;
- Conducts pretrial court hearings, including suppression motions;
- Advises task force agents in the investigation of narcotics and drug related activity;
- Consults with other agencies, defense attorneys, and District Attorney offices as requested; and
- Performs other assigned duties.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- Juris Doctor degree or equivalent;
- Five (5) years of related work experience as a licensed attorney;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of federal, state, and local laws, legal procedures, and the court system;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in negotiation and reaching agreements;
- Skill in planning and organizing work;

- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Skill in organizing and presenting persuasive arguments;
- Skill in drafting and editing legal documents;
- Ability to read complex materials, conduct legal research, analyze legal questions, and to effectively explain conclusions;
- Ability to write appeal briefs, pleadings, memos, and correspondence;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary: \$7,712.20 Monthly**

**Salary: Based on Experience**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

03/30/2026

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| <b>Job Title:</b> | <b>Office Coordinator - Sinton</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** County Engineer

**Pay Grade:** 108

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The County Engineer Office Coordinator handles daily duties of the department: telephones, maintaining general, map and project files, typing correspondence, making travel arrangements for trainings, ordering of office supplies and equipment including preparing purchase orders and/or check requests, scheduling appointments and coordinating meetings. This position reports to the County Engineer.

**ESSENTIAL JOB FUNCTIONS:**

- Provides administrative support to the County Engineer.
- Answer phones and greet walk-in customers and/or County employees.
- Handles incoming/outgoing department mail.
- Prepares items and submits for Commissioners Court agenda (including attachments).
- Maintains department calendar, schedules appointments and coordinates meetings as requested and/or required.
- Maintains and orders office supplies.
- Prepares, tracks, and documents all departmental expenditures and procurement in accordance with San Patricio County and Local Government Code of Texas Purchasing Policies and Procedures (including requesting quotes, preparing purchase orders and/or check requests as required for purchases).
- Maintains and organizes all departmental files including general files, maps, County Road and Project files.
- Makes travel arrangements for trainings (ie booking hotels, requesting per diem, handling registrations and payment).
- May assist County Engineer in annual budget.
- Works on special projects and/or other duties as assigned by County Engineer.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

**ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

**Knowledge, Skills and Abilities:**

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations; establish and maintain effective working relationships with fellow employees and the general public;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;

- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary: \$3,920.49 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387.**

**Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

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| <b>Job Title:</b> | <b>Crewman - Mathis</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Road and Bridge Pct #3

**Pay Grade:** 104

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Crewman is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

### **ESSENTIAL JOB FUNCTIONS:**

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- One (1) year of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Class C Commercial Driver's License.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;

- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

**WORK ENVIRONMENT:**

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

**Full-Time Regular Position**

**Base Salary: \$2,990.92 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytx.gov](mailto:jobs@sanpatriciocountytx.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

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|-------------------|--------------------------------------|
| <b>Job Title:</b> | <b>Parks Maintenance Assistant I</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Parks  
**Pay Grade:** 104  
**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The Parks Maintenance Assistant I is responsible for performing a variety of duties of park maintenance under the authority of the San Patricio County Parks Director.

**ESSENTIAL JOB FUNCTIONS:**

- Maintains Park roads;
- Performs all practices and procedures according to accepted industry standards (e.g., Association of Landscape Contractors of America); installations and applications will be made with technical expertise;
- Ensures all vehicles and equipment will be operated both skillfully and safely within the park grounds;
- Ensures Parks are clean of paper, trash, and other debris;
- Operates weed trimmers, mowers, backhoes, shredders, and skid steers;
- Mows with lawn/brush trackers and mowers;
- Inspects lawn areas each visit for indications of pest problems and advises the Parks Director of such problems;
- Assists with RV park maintenance and bookkeeping;
- Prunes remove dead or diseased branches, reduce foliage density or crossing branches, to improve the beauty of the plant through selective removal of a few branches, or to ensure safety of visitors;
- Edges tree rings and plant beds, and all buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass will be edged every other mowing during the growing season; and help do maintenance on equipment;
- Performs other assigned duties.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Two (2) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

**ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;

- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

**WORK ENVIRONMENT:**

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

**Full-Time Regular Position**

**Base Salary: \$2,990.92 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

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| <b>Job Title:</b> | <b>Deputy District Clerk I - Sinton</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** District Clerk Office

**Pay Grade:** 103

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The San Patricio County District Clerk's office performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the District Courts. Serving as the custodian for all records of the District Courts, the District Clerk's office also indexes and secures records so that they are appropriately accessible to the public, collects filing fees and court costs, and maintains the registry of the court. The District Clerk's office is responsible for the transmission of orders of the court to the authorities responsible for their execution, including issuance of subpoenas, citations, warrants, and summons. The San Patricio County District Clerk's Office also serves as the clerk of court during hearings and court proceedings, manages all aspects of juror summons and selection, and provides customer service for all child custody cases heard in the county.

### **ESSENTIAL JOB FUNCTIONS:**

- Serves as deputy custodian of the official record of the district court;
- Does not oversee or supervise
- Issuance of citations, summons, warrants, writs, abstracts of judgement, and/or other documents in accordance with state law and departmental rules and regulations as needed;
- Ensures proper filing and digitizing of court records;
- Performs ministerial duties including signing documents, using the seal of the office, and file stamping documents;
- Assists the public in person and over the telephone with filings, payments, record searches, and/or other information as needed;
- Interacts with the general public in person, over the telephone, or through correspondence (written or digital);
- Regular communication with judges, attorneys, law enforcement, and other court personnel;
- Cross-train in functional areas of other Deputy District Clerks;
- **Performs other assigned duties, including but not limited to:**

**II:**

Prepares and issues certified copies of various documents or records as requested

Responsible for providing customer service for all child support cases

Maintains orders to withdraw funds for felony court costs

Receives payments, issues receipts, and posts funds for fines, court cost, bond forfeitures, attorney's fees, depositions, etc.

Enters data and maintains records of pleadings

Provide clerical assistance on criminal docket calls and prepares the criminal dockets

Receives and files indictments from the Grand Jury, prepares each as a criminal case, and enters relevant information into case management system for each case

Provide clerical assistance to any court on both civil and criminal matters

Files and digitizes hard copies of criminal cases and related case documents

Prepare or update Bills of Cost in criminal cases

Prepare and submit monthly case tracking reports to the state (CJIS)

Prepares appeals and supplemental appeals in a timely manner, prescribed by law, including preparing transcripts, bills of cost, and notifying all parties involved upon receipt of the decision from the Court of Appeals

Prepares cases for transfer to other counties and prepares corresponding bills of cost

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or GED;
- **Deputy District Clerk I:** One (1) year of clerical experience **preferred**;
- Or equivalent training, education, and/or experience.
- Exceptional computer, clerical and communication skills
- Valid State of Texas Driver's License.

**ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in customer service;
- Skill in planning using attention to detail and having organizational skills when it comes to organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public, team player and have a positive attitude.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary Deputy Clerk I : \$2,848.50 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytx.gov](mailto:jobs@sanpatriciocountytx.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

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| <b>Job Title:</b> Deputy Tax Clerk I |
|--------------------------------------|

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Tax Office  
**Pay Grade:** 103  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Deputy Tax Clerk must have a thorough knowledge of the Texas Property Tax Code and Texas Tax Law and all rules and regulations in association with tax procedures. The Deputy must assist the Tax Collector in specific duties relating to tax payments, payment agreements, bankruptcy and any other assigned duties. This position must be proficient in handling cash and balancing daily transactions by performing the following duties in addition to all duties of a Deputy Clerk.

### **ESSENTIAL JOB FUNCTIONS:**

- Posts tax collection mail as needed;
- Prepares property tax payments for posting by verifying information on payments such as necessary dates, signatures, and types of payment;
- Assists taxpayers by handling inquiries over the telephone and in person at the front counter;
- Closes out tax collection drawer when work is complete and generates daily report to turn over to Accountant for balancing of tax drawers;
- Mails out statements to taxpayers such as receipts, balances due following posting of mail, or as requested by taxpayer;
- Assists with inventory ordering, stocking, inputting, and allocation;
- Assists with the preparing and processing of tax certificates;
- Prepares and processes Payment Agreements for taxpayers;
- Monitors payments and sends out correspondence for non-payments;
- Prepares and processes payments for Texas Alcohol and Beverage Commission that is due to the County;
- Assists taxpayers with paperwork for TDHCA (Mobile Home Titles) and searches for tax liens on homes;
- Prepares, processes, and inputs mortgage companies and their information for the new tax year;
- Assists other departments in the Tax Office as necessary; and
- Performs other assigned duties.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- **Deputy Tax Clerk I:** One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **Knowledge, Skills and Abilities:**

- Knowledge of the Texas Property Tax Code and Texas Property Tax Law;
- Knowledge of all pertinent rules and regulations in association with tax procedures;
- Knowledge of the principles and procedures of cash handling;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in customer service;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to make accurate change and handle large quantities of cash;
- Ability to read and comprehend complex instructions, correspondence, and memos;
- Ability to understand and explain statutory law, rules and regulations concerning the Texas Property Tax Code;
- Ability to write detailed correspondence in order to relay law in simple terms;
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the tax office;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary Deputy Clerk I : \$2,848.50 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387.**

**Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

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|-------------------|---|
| <b>Job Title:</b> | <b>JP Deputy Court Clerk I - Portland</b> |
|-------------------|---|

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Justice of the Peace Pct 4

**Pay Grade:** 103

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The JP Deputy Court Clerk is responsible for serving as a liaison between the judge and court participants; coordinating administrative tasks related to the court; recording and processing complaints, peace bonds, small claims, forcible detainers, and citations; and maintaining financial and office records.

### **ESSENTIAL JOB FUNCTIONS:**

- Receives and directs telephone calls and records messages;
- Answers caller questions about fines and appearance dates;
- Receives, opens, and properly directs mail;
- Maintains information about court cases and vital statistics both manually and electronically;
- Creates forms and letters both manually and electronically;
- Communicates with the general public, policing agencies, county government, defendants, and complaints;
- Files reports and submits monies to proper governmental agencies;
- Processes payments and performs accounting and bookkeeping tasks;
- Prepares bank deposits, balances ledgers, reconciles bank statements, and prepares financial reports;
- Certifies and notarizes forms that must be certified by the Clerk of the Court;
- Maintains supply inventory; and
- Performs other assigned duties.

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- One (1) year of related work experience;
- Or equivalent training, education, and/or experience;
- Valid State of Texas Driver's License;
- Bilingual Spanish preferred.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of municipal recordkeeping and legal terminology;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;

- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and understand law books, legal documents, accounting manuals, and monthly reports;
- Ability to calculate numbers in order to balance accounts and figure court costs and fines;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Part-Time Regular Position**

**Base Salary: \$16.43 Hourly**

**Bilingual Spanish Preferred**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

**Job Title:****Maintenance Assistant I / II - Sinton**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Buildings and Yards

**Pay Grade:** 104 / 106

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The Maintenance Assistant is responsible for performing manual work in the maintenance and repair of applicable County buildings.

**ESSENTIAL JOB FUNCTIONS:**

- Performs preventative maintenance on various County buildings, to include the Sheriff Department's building and jail, the County Courthouse, Health Department, Records Building, and WIC buildings, among others.
- Replaces windows in Courthouse as needed;
- Assists with A/C repair as needed;
- Performs minor welding and fabrication duties for the County jail as needed;
- Paints buildings as needed;
- Maintains chiller units and checks gauges and oil;
- Makes repairs to electrical and plumbing systems;
- Repairs and/or replaces light fixtures and plugs;
- Performs light carpentry work in roofing and concrete and masonry repair;
- Assists with grounds maintenance as needed; and
- Performs other assigned duties.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- **Maintenance Assistant I:** No previous experience required;
- **Maintenance Assistant II:** Five (5) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

**ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of mechanical and electrical systems and construction procedures;
- Knowledge of county ordinances, policies, and procedures;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in repairing mechanical and electrical devices;

- Skill in the operation of voltage testers and power tools;
- Ability to analyze breakdowns and determine the best method of repair;
- Ability to read and understand instructions, work orders, and chemical labels;
- Ability to calculate numbers in order to determine voltage readings and make a supply list;
- Ability to write daily work schedules;
- Ability to handle chemicals safely and work around electrical and mechanical hazards;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

**WORK ENVIRONMENT:**

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, hazardous substances; animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

**Full-Time Regular Position**

**Base Salary Maintenance Assistant I : \$2,990.92 Monthly**

**Base Salary Maintenance Assistant II: \$3,424.31 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

03/30/2026

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| <b>Job Title:</b> | <b>Office Clerk I / II / III - Sinton</b> |
|-------------------|---|

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Sheriff  
**Pay Grade:** 103 / 104 / 105  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Office Clerk is responsible for the following. (See below)

### **ESSENTIAL JOB FUNCTIONS:**

- Process, scan and log arrest/booking reports.
- Process and receipt Cash Bonds.
- Process, scan and log CR43 paperwork.
- Receive and deliver daily mail to the jail, deputies and administrative staff.
- Greet and assist the public in person and via telephone.
- Receive money and reconciliation of daily till.
- Receipting all transactions for bonds and fines.
- Log all monthly vehicle service records.
- Purchase orders for all fleet accounts, jail medical transports and claims.
- Municipal housing and dispatch billing.
- TDCJ billing.
- Scheduling and processing of trailer inspections.
- Intake of Misdemeanor and Felony warrants from JP, Municipal, County and District Courts.
- TLETS - TCIC/NICI entries for Misdemeanor and Felony warrants.
- Intake and assign civil subpoenas and citations to civil process officers.
- Process medical payments to Driscoll Children's Hospital for medical examinations.
- Process application for reimbursement to the Attorney General of Texas for medical, dental & emergency services billing for inmates.
- Place detainers on active warrants to outside agencies, TDC & US Marshalls.
- Civil / warrant intakes from district courts / execute & return to court
- Schedule out of county transports back to San Patricio County for felony charges
- Civil intake from out of county - attorney general, ez messenger, linebarger, etc. / execute & return to sender or courts
- Rare occasion intake out of county warrants
- Grand jury indictments / make notations of date of arrest & date bond made & by whom on list provided, make notation in odyssey showing date dx indicted & inputting case number under booking, pull bonds to return to district clerk, verify bond amount, charge, address. send certified notices of indictment to bonding companies, attorneys and defendants
- Grand jury summons / send notices of appearance for grand jury selection
- Old docket call / go through list provided by district judges office to see old warrant cases still active. mark through those whom have been arrested
- Pen packets - prepare pen packets for those sentenced to state jail, tdc or safpf.

- Run criminal history reports, prepare document checklist, jail conduct reports for each offender and mail packets to Huntsville.
- Arrange transport for tdc intake once notified from Huntsville
- Weekly tcjs {jail commission} report/ report weekly paper ready inmates & those over 45 days
- Monthly jail commission report/ prepare paper ready inmate report -roster, immigration detainer report - roster and jail turnover report
- Waiver of extraditions/ set up hearing with district judges for waiver hearing for dx to sign and return to wanted -state
- Arrange extradition for offender arrested out of state for our felony charge / if dx refuses to sign waiver/ notify district attorney's office to start governor's process
- Dismissals - make notations in odyssey of case dismissed, pull bonds and send to records or county clerk's office if charge was dropped to county court
- Judgments - make notations in odyssey of sentencing and send judgments to records for filing
- Schedule bench warrant transport back to San Patricio County for felony warrants from other county jails / tdcj
- Sheriffs scholarship fund account upkeep monthly bank statement, notify schools in county scholarship available, set up interviews with scholarship board, notify recipients of award & keep up with recipients for the first year. prepare tax return for scholarship fund

### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- **Office Clerk I & II:** One (1) year of related work experience;
- **Office Clerk III:** Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations; establish and maintain effective working relationships with fellow employees and the general public;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary Clerk I : \$2,848.50 Monthly**

**Base Salary Clerk II : \$2,990.92 Monthly**

**Base Salary Clerk III : \$3,200.29 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

**03/30/2026**

**Job Title:****Accounts Payable Clerk - Sinton**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** County Auditor

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The Accounts Payable Clerk is responsible for assisting the County Auditor in performing account payable functions.

**ESSENTIAL JOB FUNCTIONS:**

- Examine and verify invoices and purchase orders; Process payments;
- Ensure that all purchases are made in accordance with federal, state, and local laws as well as verify each purchase is in-line with the approved and adopted San Patricio County budget for the year;
- Print checks;
- Print and file reports;
- Maintain historical department filing system;
- Assist with the preparation of 1099s; and
- Perform other assigned duties.

**MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Two (2) years of related work experience; or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

**ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

**PHYSICAL DEMANDS:**

Work requires no unusual demand for physical effort. Occasionally lift file boxes weighing up to 25 pounds.

**WORK ENVIRONMENT:**

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

**Full-Time Regular Position**

**Base Salary: \$3,889.00 Monthly**

**Deadline for Applications: Open Until Filled**

**Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: [jobs@sanpatriciocountytexas.gov](mailto:jobs@sanpatriciocountytexas.gov), phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.**

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| <b>Job Title:</b> | <b>Juvenile Supervision Officer</b> |
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*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Department:** Juvenile Detention

**Pay Grade:** 107

**FLSA Status:** Non-Exempt

## **JOB SUMMARY**

The Juvenile Supervision Officer is responsible for assisting with the supervision of detained juveniles and the operation of the detention facility in the absence of the supervisor; directing the activities of detained residents in all areas of programming; and performing admission and screening duties as needed.

## **ESSENTIAL JOB FUNCTIONS:**

- Monitors group dynamics to prevent fighting and escape attempts;
- Mediates disagreements between residents in a constructive manner;
- Supervises residents during chores, mealtimes, showers, recreation, sleeping hours, and free time;
- Attends to resident emotional and physical needs;
- Checks all door locks in units during each shift to ensure proper functioning and reports any dysfunctional locks to supervisor immediately;
- Ensures that only authorized personnel are allowed inside the secure section of facility and screens all visitors;
- Assures residents are secured in their rooms at designated times (i.e., shift changes, bedtime, quiet time, and disciplinary time);
- Maintains a special watch on resident(s) who exhibit self-destructive or suicidal tendencies in accordance with departmental policy;
- Conducts searches of residents as required in accordance with departmental search policy;
- Conducts routine checks of facility and residents as needed;
- Conducts random facility and room searches in accordance with search policy;
- Restrains residents who are out of control, damaging property, and/or presenting a danger to themselves or others. Utilizes non-violent physical methods and mechanical restraints as warranted in accordance with departmental policy. Submits written reports of mechanical restraint usage to shift supervisor within one hour of usage, unless restraints are used for transporting residents;
- Performs general tasks such as laundry, in-school suspension, nursing assistant, unit cleaning, etc.;
- Assists in facilitating the implementation of new programs approved by Detention Superintendent;
- Communicates with and informs Detention Superintendent of any special, serious, unusual, or potential hazardous incidents pertaining to the safety and security of residents, staff, and community to ensure appropriate action is taken when necessary;
- Collaborates with JSO Supervisor to determine if facility schedule is being followed;
- Provides orientation information to new residents upon detention or commitment;
- Assist Detention Superintendent or Supervisors of training, coaching, or mentoring of all staff
- Provides coordination and acts as liaison between facility and probation, social agencies, law enforcement, Courts, area probation departments, the public, etc.;
- Ensures that resident's medical needs are met in accordance with facility policy including distribution of medication;
- Notifies supervisor when a call is received to authorize detention on a juvenile;
- Monitors incoming and outgoing resident" mail for inappropriate contacts and/or contraband;
- Communicates with probation officers concerning the welfare of resident's needs;

- Ensures that resident medical needs are met in accordance with facility policy, including distribution of medication;
- Responds to crisis situations in detention unit within a minimal timeframe, and to other situations when requested;
- Monitors logs on a weekly basis for facility, security, and control to ensure accuracy and logs each check in the appropriate log book;
- Supervises assigned residents at all times and maintains observation checks in accordance to t JJ D standards;
- Completes all necessary paperwork or duties at the conclusion of each shift;
- Monitors control room board and intercoms to ensure all doors are secure and monitors all staff and juvenile movement throughout the facility as assigned;
- Submits incident reports and restraint usage forms to the Detention Superintendent;
- Attends and facilitates all assigned training sessions, including but not limited to CPR, First Aid, and an approved restraint training provided by the facility;
- Maintains confidentiality of juvenile records;
- Attends all required meetings and workshops to keep abreast of current activities. policies, and procedures:
- Ensures that only authorized personnel are allowed inside the detention facility and monitors that no unauthorized persons, items, or contraband are brought inside the building; and screens all visitors;
- Performs other assigned duties.

#### **MINIMUM REQUIREMENTS TO PERFORM WORK:**

- High school diploma or equivalent;
- Must be 21 years of age;
- Preferred One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- Pass a criminal background and a sex offender database check;
- Food Handler's Certification; and
- CPR and First Aid;
- Juvenile Supervision Officer Certification;

#### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.
- Submit to a psychological evaluation.
- Must be on-call on a rotation basis.
- Must respond to calls within 15 minutes and report to duty within 30 minutes.
- If sufficient staffing levels are not present to meet staff/resident ratio, will be required to remain on shift for a maximum of 6 hours or come in, early 6 hours to relieve departing shift;
- Must have a reliable telephone number;
- Part-Time employee will be required to work a Minimum of 12 hours once every 6 weeks;
- Maintain certification as a Juvenile Supervision Officer in accordance to TJJ D standards.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of principles and techniques of social casework;
- Knowledge of Texas Family Code, Texas Penal Code, Texas Juvenile Probation Standards, and standards for Juvenile Detention Facilities and Juvenile Residential Facilities;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work comfortably with residents;
- Ability to deescalate situations and respond to emergencies according to all applicable departmental policies;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

### **PHYSICAL DEMANDS:**

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Must be able to lift 45 lbs. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties and perform physical restraints of juveniles.

### **WORK ENVIRONMENT:**

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. Involves exposure to emergency situations in which there is the possibility of danger or physical injury. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement and juvenile justice system officials, and juveniles.

### **Full-Time Regular Position**

**Salary: \$3,664.01 Monthly**

**Deadline for Applications: Open Until Filled**

**Resumes & references should be submitted to: Detention Superintendent, 107 W. Fifth St. Sinton, Texas 78387 or emailed to [jgutierrez@sanpatriciocountytx.gov](mailto:jgutierrez@sanpatriciocountytx.gov) . Job descriptions & applications may be picked up at the address above. The San Patricio County Juvenile Detention Center is an Equal Opportunity Employer (EOE)**

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| <p><b>36th, 156th and 343rd Judicial District Community Supervision &amp; Corrections (CSCD)</b><br/> <b>Department</b><br/> <b>Serving Aransas, Bee, Live Oak, McMullen and San Patricio Counties, Texas</b><br/> <b>Job Vacancy Announcement</b></p> |
|--|

**Job Title:** Residential Supervisor-12 hour shift **Duty Station:** Coastal Bend Regional Intermediate Sanction Facility  
**FLSA Status:** Non-Exempt (Hourly Position) Sinton, Texas  
**Annual Compensation Range:** up to \$42,000.00 (salary commensurate w/experience) night shift up to \$44,000.00  
 Both shifts eligible for 3%, (\$1,300-\$1,400), one time merit pay after completion of 1 year of employment  
 Full Benefits (health, retirement, optional dental, vision and life)

**Opening Date:** September 4, 2025      **Closing Date:** until filled

**(a) Eligibility.** To be eligible for employment as a Residential Supervisor, a person:

- (1)** Must have a High School Diploma or GED
- (2)** Must possess the following skills and abilities-documentation, leadership, effective problem solving the ability to deal with people.
- (3)** Must possess a valid Driver's License.

| <b>Primary Job Requirements/Duties</b>   |
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| <ul style="list-style-type: none"> <li>Monitor the functional operation of the CBRISF programs and facilities under the guidance of the Center Director and Senior Residential supervisors.</li> </ul>   |
| <ul style="list-style-type: none"> <li>Maintain chronological records with daily log of events that occur while on shift, coordinate resident sign-in/out procedures, monitor resident compliance with all policies, rules and regulations, fire and safety procedures.</li> </ul>               |
| <ul style="list-style-type: none"> <li>Other responsibilities of this position are: contraband control, conducting inventories, monitoring resident curfew, transporting residents to meet program related obligations, wake-up schedules and assisting residents in problem solving.</li> </ul> |
| <ul style="list-style-type: none"> <li>Perform other job related duties as required by the CBRISF Director.</li> </ul>   |

For consideration for this position, applicants must pass a criminal history/background check and submit a State of Texas Job Application, Resume, and proof of high school diploma or equivalent to the Coastal Bend Regional Intermediate Sanction Facility Director at [jorgesanchez@sanpatriciocscsd.org](mailto:jorgesanchez@sanpatriciocscsd.org), or mail to CBRISF, 800 North Vineyard, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at [www.sanpatriciocscsd.com](http://www.sanpatriciocscsd.com).

*We are an Equal Opportunity Employer*

*This is an AT WILL Position of Employment*





**COASTAL BEND**  
 COMMUNITY SUPERVISION AND CORRECTIONS DEPT.  
 404 WEST MARKET ST.  
 SINTON, TEXAS 78387  
 361-364-4243  
 Fax 361-364-5642

COUNTIES:  
 Aransas  
 Bee  
 Live Oak  
 McMullen  
 San Patricio

JORGE SANCHEZ  
 CBRISF Director  
 ABEL SANCHEZ  
 Asst. Residential Director

JASON R. WOODS  
 Director/Chief Probation Officer

MALLORY GARDNER  
 Deputy Director  
 DORA L. HENKHAUS  
 Business Manager

**Job Title: Pretrial Service Assistant and/or Caseworker/Receptionist**    **Duty Station: Sinton, TX**

**FLSA Status: Non-Exempt (Hourly Position)**

**Compensation Range/Benefits: Up to \$42,000 and \$1,300 merit pay (annual, one-time);**  
 full benefits (vacation, sick leave, health insurance, retirement and optional life/dental/vision).

**Opening Date:** April 1, 2026      **Closing Date:** Until filled

**(a) Eligibility.** To be eligible for employment, a person:

- (1)** Must have a High School Diploma or equivalent (preferably Associate's degree);
- (2)** Cannot be employed as a peace officer or work as a reserve or volunteer peace officer; and
- (3)** Cannot currently be on community supervision, parole, or serving a criminal sentence.

| <b>PRETRIAL SERVICES ASSISTANT - Primary Job Requirements/Duties</b>  |
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| This position requires the employee to meet deadlines, work efficiently, be proactive with all their duties and work in a fast-paced environment independently or in concert with others                                  |
| Manage and oversee Ignition Interlock devices (IID) which includes: verifying installation; input the IID logs; daily review of IID reports for violations/compliance; and enter new cases                                |
| Manage/supervise a caseload, primarily comprised of bond conditions from the magistrate   |
| Prepare/complete weekly pretrial services jail census   |
| Process affidavits and appoint attorney representation <b>within three (3) business days</b>  |
| Complete Notification of attorney appointments to the client, attorney and jurisdictional court within two (2) business days  |
| Complete affidavits for out-of-county arrests and provide to originating county <b>within seven (7) business days and check on the status</b> daily once the affidavit has been forwarded to the originating jurisdiction |
| Complete other duties as required   |

| <b>CASEWORKER/RECEPTIONIST Primary Job Requirements/Duties</b>   |
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| This position requires the employee to meet deadlines, work efficiently, be proactive with all their duties and work in a fast-paced environment independently or in concert with others |
| Work the front desk as needed to check-in defendants reporting to the department and answers the phone/direct calls  |
| Enters new cases (individuals placed on felony, misdemeanor supervision) into CSS (department software program)  |
| Completes various assessments on defendants consisting of interviewing individual defendants, scoring and recording the results  |
| Conducts on-site, instant drug tests to determine if individuals recently used illicit   |

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| substances and/or alcohol and completes related paperwork   |
| Scans all required documents into the defendant's e-file  |
| Prepare case files  |
| Conduct office visits (as needed on a substitute basis) with individuals on supervision   |
| Supervise a caseload of individuals on pretrial diversion (informal supervision), bond supervision, and/or indirect (individuals that reside/work outside the jurisdiction) supervision |
| Complete other duties as required   |

For consideration for this position, applicants must pass a criminal history/background check and submit a Job Application from [www.coastalbendcscd.com](http://www.coastalbendcscd.com), Resume, and proof of high school diploma or equivalent to the CSCD Business Manager at [jobs@sanpatriciococscd.org](mailto:jobs@sanpatriciococscd.org), or mail to San Patricio County CSCD, 404 W. Market Street, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at [www.coastalbendcscd.com](http://www.coastalbendcscd.com). We are an Equal Opportunity Employer. This is an AT WILL Position of Employment

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