

## **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: \$3,769.70 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: \$4,033.59 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: \$3,523.10 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.

04/30/2025

<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: \$6,905.37 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@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.

04/30/2025

**Job Title:**

## **Heavy Equipment Operator I / II – Portland (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. #2

**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 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 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 : \$3,077.21 Monthly**

**Base Salary HEO II: \$3,292.60 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.**

**04/30/2025**

**Job Title:**

## **Heavy Equipment Operator I / II – Sinton (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. #1

**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 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 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 : \$3,077.21 Monthly**

**Base Salary HEO II: \$3,292.60 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.**

**04/30/2025**

<b>Job Title:</b>	<b>Clerk, McCampbell-Porter Airport – Aransas Pass</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:** Airport  
**Pay Grade:** 103  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Clerk is responsible for providing support to employees, assisting in daily office needs, greeting and assisting the general public.

### **ESSENTIAL JOB FUNCTIONS:**

- Process Purchase orders
- Process Invoices
- Clerical duties
- Process Credit Cards for Point of Sales
- 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.

### **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.

**Part-time Regular Position**

**Salary: \$15.80 hourly**

**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.**

**04/30/2025**

<b>Job Title:</b>	<b>Accountant / Internal Auditor</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 Auditor  
**FLSA Status:** Non-Exempt  
**Base Salary:** \$5,397.42 monthly  
**Salary:** DOE

### **JOB SUMMARY**

The Accountant / Internal Auditor is responsible for assisting the County Auditor in performing accounting and internal audit functions; maintaining accounting and auditing records.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs governmental accounting functions including but not limited to reviewing and/or preparing journal entries, reviewing and/or preparing bank reconciliations; preparing monthly accounting reports; performing various accounts compilations, analysis, and reconciliations;
- Assists in preparation of Annual Comprehensive Financial Report;
- Assists in preparation of the county budget;
- Prepares and/or reviews various federal and state compliance reports, grants compliance reports;
- Researches and applies current and ongoing changes of various federal and state's bills, local government and other codes, and accounting and auditing standards;
- Performs financial analysis of special projects and programs as requested;
- Performs internal audit functions including but not limited to examining and review departments records, ledger entries and other reports; evaluating department internal controls; preparing and performing audit work programs; preparing and communicating audit findings and recommendations reports; and
- Performs other assigned duties.

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

- Bachelor's Degree in Accounting or relevant degree;
- Five (5) years of work experience in accounting and/or auditing; governmental accounting experience preferred;
- Relevant certifications such as Certified Public Accountant, Certified Internal Auditor, Certified Information System Auditor, or Certified Government Audit Professional certificates are preferred but not required;
- Valid State of Texas Driver's License is required.

### **ADDITIONAL REQUIREMENTS:**

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

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

- Knowledge of governmental accounting principles and procedures;
- Knowledge of accounting and auditing standards;
- Exceptional skill in using Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in reading, analyzing, and interpreting financial records;
- Skill in solving accounting problems and analyzing financial data;
- Ability to read and understand accounting/auditing standards, written contracts, business correspondence, and law reference materials;

- Skill in planning and organizing work;
- Ability to learn and understand county ordinances, policies, and procedures;
- Ability to use of small office equipment, including printers, copy machines, and multi-line telephone systems;
- Ability to present information clearly and respond to questions;
- Ability to exercise discretion and maintain confidential information;
- 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: \$5,397.42 Monthly**

**Salary: DOE**

**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.**

**04/30/2025**

<b>Job Title:</b>	<b>Mechanic Tech I - 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:** 105

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Mechanic Tech I is responsible for assisting Mechanic with repairing and maintaining county equipment of all types, and the repair of heavy machinery. Must be able to perform independently of Mechanic in some basic skills which includes, but not limited to oil changes, lube equipment and cleaning out air filters. Also assist in maintaining county roads and bridges and drainage systems.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist in performing skilled work in the troubleshooting and repair of heavy machinery and equipment;
- Assist in servicing and maintaining equipment;
- Must acquire skills to drive equipment such as trucks and equipment;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- 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 auto repair and/or heavy equipment operation;
- 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;
- Some knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to assist in directing and organizing work orders;

- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision under the mechanic; 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: \$3,077.20 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@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.**

**04/30/2025**

<b>Job Title:</b> <b>Health Education Aide/Clerk (Part Time) - 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:**             Community-Based Program    Local Public Health Services (LPHS)

**Pay Grade:**                104

**FLSA Status:**            Non-Exempt

### **JOB SUMMARY**

The Health Education Aide/Clerk is responsible for providing program and clerical support to the Program Manager. Under the administrative direction of the Community-Based Program Manager (PM), the Health Educator Aide/Clerk is responsible for providing program and clerical support to the CBP Program Manager with the Department of State Health Services (DSHS) four-grant projects, which are as follows:

1. Local Public Health Services (LPHS) Block Grant activities
2. Statewide Physical Activity & Nutrition (SPAN)
3. Supplemental Nutrition Assistance Program-Education (SNAP-ED)
4. Health Disparities Project, referred to as Community Conversations on Health (CCOH)

Health Education Aide/Clerk will also provide the same for new grant projects added to the CBP Department.

### **ESSENTIAL JOB FUNCTIONS:**

- Acts as team support on project activities;
- Obtains required training to help lead project activities;
- Schedules and submits monthly calendar to Program Manager;
- Maintains office and storage areas in proper order;
- Answers telephone calls, returns phone calls, and takes messages for office;
- Telephone, email, fax, and mail communications to community partners and program participants, county employees, and general public;
- Performs inventory, organizes, orders and replenishes brochures, posters, handouts, promotional items, forms, and office supplies for department, as needed, and within approved budget totals;
- Files copies of health education and outreach program documentation, POs with supporting documentation, employee certificates, Leave Requests, Mileage Forms, electronically and in program binders;
- Reviews employee timesheets and mileage forms, prior to PM's review;
- Communicates deadlines for vehicle insurance, required certifications, and/or permits to staff in a timely manner;
- Represents the county at community health education and outreach events, to include packing for and unpacking after event;
- Creates packets and/or agendas for meetings and records minutes and files;
- Attends meetings with, or in absence of, Program Manager;
- Receives required training of department programs to serve as substitute in emergency situations;
- Researches items for ordering, creates requisitions and follows process for Purchase Orders (POs) to completion.
- Serves as member of Public Health Emergency Preparedness (PHEP) Team for drills/events; and
- Performs other assigned duties.

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

- High school diploma or equivalent;
- Two (2) years of related experience in a general office/clerical work and/or in a health environment;
- Or equivalent training, education, and/or experience;
- Bilingual in English and Spanish preferred;
- Valid State of Texas Driver's License; Proof of current vehicle insurance coverage;

- PHP National Incident Management System training;
- HIPAA Certification(s);
- CPR/First Aid Certifications within first six months of hire;
- Food Handler's Permit within first six months of hire;
- A general knowledge of and experience with creating Excel spreadsheets; and
- Knowledge of and proficient in basic mathematical skills, such as, adding, subtraction, division, multiplication, percentages, and spelling and grammar rules.

#### **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.
- Must be able to work evenings, as needed.
- Must be able to change schedule, according to program needs.

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

- Knowledge of general clerical skills, such as filing and composing professional letters and emails;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, 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, multi-line telephone systems, and calculator;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to verbally present health information clearly, accurately, and confidently from scripted curriculum and other education material;
- Ability to work independently with minimal supervision;
- Ability to keep waste to a minimum; and
- Ability to establish and maintain positive and effective working relationships and communicate effectively and positively with other employees and the public.

#### **PHYSICAL DEMANDS:**

Must be able to lift 20 lbs. and pull 50 lbs. using a wagon, dolly, or flatbed.

#### **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. At times, the work environment may be outside and overhead coverage may or may not be available.

#### **Part-Time Regular Position**

**Base Salary: \$16.59 Hourly**

**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.**

**04/30/2025**

<b>Job Title:</b>	<b>Legal Secretary 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:** County Attorney

**Pay Grade:** 107

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Legal Secretary is responsible for coordinating incoming paperwork; compiling, processing, and maintaining criminal information and files; receiving, directing, and answering inquiries, and monitoring compliance with grant conditions and reporting.

### **ESSENTIAL JOB FUNCTIONS:**

- Compiles, copies, maintains, and monitors criminal and civil case files
- Manages evidence, including, but not limited to, photographs, video and audio tapes in the custody of the County Attorney's office;
- Maintains case files and records relevant data in the case management system.
- Responsible for the intake of offense reports not sent through Evidence.com.
- Prepares Motions to Revoke Probation and e-files such documents.
- Prepares check requests for accounts payable.
- Prepares documents necessary for Bond Forfeiture cases.
- Supports, cross-trains, and assists other support staff, as needed.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office
- Maintains court calendar for Justice of the Peace court cases for prosecuting attorney.
- Enters, updates and retrieves information using multiple systems and databases.
- Performs other duties as assigned by the County Attorney.

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

- Associate's degree 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 the law, legal system;
- Knowledge of county policies and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Knowledge of Odyssey as a case management system;
- 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;
- 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: \$3,523.09 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.**

**04/30/2025**

<b>Job Title:</b>	<b>County Attorney – Clerk III - 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 Attorney

**Pay Grade:** 105

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The County Attorney Clerk is responsible for performing a variety of secretarial and administrative tasks in support of the County Attorney.

### **ESSENTIAL JOB FUNCTIONS:**

- Answers phones and directs calls to the appropriate party.
- Attends to office visitors and answers any inquiries as appropriate.
- Replies to discovery requests.
- Maintains filing of CR-43 and Bonds for criminal cases prior to the cases being delivered to the office.
- Receives all documents delivered to the County Attorney office and maintains a log of such deliveries.
- Assists other support staff in filing, copying, and other clerical duties.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office
- Performs other duties as assigned by the County Attorney.

### **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.
- Notary Public certification

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described in the 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);
- Knowledge of Odyssey as a case management system
- 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 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: \$3,077.21 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.**

**04/30/2025**

<b>Job Title:</b>	<b>Mechanic - Portland</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 #2

**Pay Grade:** 108

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Mechanic is primarily responsible for diagnosing, repairing, and maintaining the precinct's vehicles and heavy equipment. Secondly, the Mechanic may be required to assist in maintaining County roads, bridges, and drainage systems.

### **ESSENTIAL JOB FUNCTIONS:**

- Performs skilled work in the troubleshooting and repair of heavy machinery, equipment and vehicles to include gasoline and diesel engines and hydraulic systems.
- Schedule and conduct preventive maintenance and routine service of vehicles and equipment as needed.
- Coordinate and track all vehicles and equipment that are sent to outside repair facilities.
- Order and track repair parts and maintain stock items as needed.
- Create and maintain maintenance logs or files for all vehicles and equipment.

### **SECONDARY JOB FUNCTIONS:**

- Operate equipment such as trucks, excavators, tractors, motor graders, rollers, maintainers, and front-end loaders.
- Haul materials for road repairs.
- Clean and maintain ditches and road right-of-ways.
- Haul and dispose of debris.
- Repair roads and bridges as needed.
- Install and clean culvert pipes.
- Erect, remove, and maintain road signs as necessary.
- Perform other assigned duties.

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

- High school diploma or equivalent.
- Three (3) years of related work experience in heavy equipment repairs and maintenance.
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License. Must be able to obtain a Class A Commercial Driver's License within 90 days.

### **ADDITIONAL REQUIREMENTS:**

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook.
- Must provide reliable transportation to get to and from the county barn.

### **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.
- Basic computer skills to include using the internet, emails, Microsoft Word and Excel.

- 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 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.
- 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: \$3,769.70 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@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.**

**04/30/2025**

**Job Title:****Fairgrounds 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:** Fairgrounds

**Pay Grade:** 104 / 106

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The Fairgrounds Maintenance Assistant is responsible for performing a variety of work in the general maintenance and repair of buildings, facilities, and equipment as well as janitorial and houseman duties. Responsible for the coordination and preventative maintenance of official vehicles and equipment and dispatching and recordkeeping of transactions.

**ESSENTIAL JOB FUNCTIONS:**

- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, painting tasks, and power washing;
- Repairs and treats structures such as floors, showers, sinks, walls roofs, and carpets;
- Performs minor troubleshooting, repair, and adjustments to locks on doors, cabinets, desks, and closets;
- Performs preventative maintenance procedures on building mechanical equipment on a scheduled basis and performs preventative maintenance of HVAC;
- Performs preventative maintenance and services appliances, kitchen, and emergency equipment;
- Repairs animal stalls as needed;
- Performs preventative maintenance procedures on vehicles and equipment on a scheduled basis. Inspects belts, checks fluid levels, replaces filters, greases bearings and seals, etc. Repairs or replaces broken parts;
- Connects and moves equipment and appliances as necessary;
- Reports mechanical malfunctions to appropriate party for action;
- Completes daily, weekly, and monthly checklist on building conditions;
- Maintains records of scheduled maintenance procedures;
- Performs event houseman duties and assists in moving furniture and event equipment at various facilities and sites;
- Assists in obtaining quotes and arranging for services of outside vendors as needed may obtain estimates for supplies, repair parts and order parts as needed;
- Annotates and updates work logs for specific site requirements;
- Activates and deactivates building alarms and responds to alarm calls during and after regular work hours;
- Assists with the renovation and remodeling of buildings. Repairs plaster and drywall and paints building structures;
- Performs outside and inside custodial duties as required;
- Oversees organization of storage rooms, closets, grounds, and buildings;
- Maintains Rodeo Arena to ensure proper footing;
- Maintains clean, safe, and orderly work sites;
- Prepares event spaces for arrival of guests through set-up, break-down, and cleanup. Cleans throughout the event;
- Makes adjustments to event facilities as requested. Ensures that banquet rooms are stocked and assists as needed;
- Keeps track of inventory and quarterly inventory of banquet equipment and audio-visual equipment; and
- 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 tools and equipment used in building and custodial maintenance, reconstruction, and repair;
- Knowledge of preventative maintenance requirements;
- Knowledge of safe work practices and safety procedures for public events;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Skill in planning and organizing work;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Ability to perform semi-skilled building maintenance and repair work;
- Ability to identify building maintenance needs and take corrective action;
- Ability to repair and maintain a variety of mechanical equipment;
- 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. Must be able to work events, weekends & evenings until events end. Be able to communicate well with all clients.

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

**Base Salary: \$2,875.89 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.**

**04/30/2025**

<b>Job Title:</b>	<b>Custodian I / II / III - 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:** Buildings and Yards

**Pay Grade:** 101 / 102 / 103

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Custodian is responsible for performing manual work in the maintenance and cleaning of applicable County building and grounds.

### **ESSENTIAL JOB FUNCTIONS:**

- Cleans and maintains both the insides and outsides of applicable County buildings;
- Maintains County grounds, to include mowing, edging, trimming, and raking;
- Cleans, buffs, and waxes floors;
- Ensures a safe and clean working environment on all applicable County property;
- Delivers mail to the post office as required;
- Performs minor building repairs as necessary;
- Assembles furniture and provides related assistance as needed;
- Supervises trustees and community workers as needed; and
- Performs other assigned duties.

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

- **Custodian I:** Some high school or equivalent;
- **Custodian II & III:** High school diploma or equivalent;
- **Custodian I & II:** No previous experience required;
- **Custodian III:** 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 relevant equipment and chemical safety rules;
- Knowledge of janitorial and/or custodial techniques and procedures;
- Knowledge of county ordinances, policies, and procedures;
- Skill in the operation of equipment and tools such as lawn mowers, edgers, weed-eaters, floor polishing machines, drills, and saws;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to read and understand directions on chemical labels and work requests;



- 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**

**Work hours are M-F 12pm – 9pm**

**Base Salary Custodian I: \$2,484.30 Monthly**

**Base Salary Custodian II: \$2,608.52 Monthly**

**Base Salary Custodian III: \$2,738.94 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.**

**04/30/2025**

**Job Title:**

## **Assistant District Attorney - 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:** 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**

**Salary: \$7,415.58 – \$10,833.33 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.**

**04/30/2025**

<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 TJJJD 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 TJJJD 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: \$3,523.09 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)**

**04/30/2025**



JORGE SANCHEZ  
CBRISF Director  
ABEL SANCHEZ  
Asst. Residential Director

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

JASON R. WOODS  
Director/Chief Probation Officer

**COUNTIES:**

Aransas  
Bee  
Live Oak  
McMullen  
San Patricio

MALLORY GARDNER  
Deputy Director  
DORA L. HENKHAUS  
Business Manager

**JOB VACANCY ANNOUNCEMENT**

**Job Title:** **Community Supervision Officer** **FLSA Status:** Non-Exempt (Hourly Position)  
**Duty Stations:** Sinton, Rockport, George West or Beeville TX  
**Annual Compensation Range:** **Up to \$52,000**; up to **3% merit pay (annual, one-time)**; full benefits (retirement, health, life and optional vision/dental insurance options)  
**Opening Date:** 03/19/2025 **Closing Date:** Until filled

**§163.33 Community Supervision Officer (TDCJ-CJAD Standards)**

**(a) Eligibility.** To be eligible for employment as a Community Supervision Officer (CSO) who supervises offenders, a person:

- (1)** Must have a **bachelor's degree** conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (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.

Primary Job Requirements/Duties
• Manage daily operation of a felony and/or misdemeanor caseload according to department policies and procedures established by TDCJ-CJAD
• Maintain a calm demeanor and treat all with dignity and respect when dealing with the general public, colleagues, coworkers, other agencies, and with defendants
• Have the ability to work independently and efficiently
• Have the ability to work well as an integral part of the CSCD team of professionals
• Demonstrate good listening, writing, time management and analytical skills
• Be willing and able to work flexible hours
• Conduct pre-sentence investigation reports
• Possess physical and mental stamina to handle potential violent outbursts
• Must be willing to conduct home/field visits as needed or required
• Have working knowledge of the Texas Code of Criminal Procedures as they pertain to community supervision
• Adhere to TDCJ-CJAD Code of Ethics
• Conduct face to face office visits, home inspections, collateral contacts, drug testing and all other required activities on direct cases as required by TDCJ-CJAD and the CSCD
• Provide courtroom testimony as needed in a professional and efficient manner
• Conduct all required assessments, supervision plans and referrals in a timely fashion
• Conduct investigative work to assure offenders are complying with their terms and conditions of community supervision
• Timely document and file all case documentation
• Other Requirements/Duties as assigned by Director and/or Deputy Director

Applicants must pass a drug test, criminal history/background check and submit a State of Texas Job Application, Resume, and official college transcript to the CSCD at [jobs@sanpatriciocoscscd.org](mailto:jobs@sanpatriciocoscscd.org), or mail/deliver in person to Coastal Bend CSCD, 404 W. Market Street, Sinton, Texas, 78387. Applications are available online at [www.coastalbendcscd.com](http://www.coastalbendcscd.com). The applicant must pass the TDCJ-CJAD CSO certification course within the first year of employment. Failure to do so will result in separation from employment. We are an Equal Opportunity Employer This is an AT WILL Position of Employment

**04/30/2025**