

## 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.

05/21/2026

<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.**

**05/21/2026**

# 156<sup>th</sup> 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:**

156<sup>th</sup> District Judge

FULL TIME POSITION

Salary: \$131,696

Position Date: June 1, 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. When fully staffed, one office week per month provided to allow time 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-  
*mileage will be reimbursed*  
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.**

05/21/2026

**Job Title:****Assistant County Attorney-Criminal**

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**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@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.**

05/21/2026

<b>Job Title:</b> Deputy Clerk III - Sinton
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**Department:** County Treasurer

**Pay Grade:** 105

**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

The Deputy Clerk III is responsible for performing a variety of technical and administrative duties for the County Treasurer.

### **ESSENTIAL JOB FUNCTIONS:**

- Oversees the receipt of money and daily deposits;
- Reconciles various Bank Accounts
- Records interest earned on a monthly basis for bank accounts;
- Performs/records journal entries
- Sends/ Ensures Collateral Report is sent and received by Frost Bank daily;
- Audits J.P. Reports and issues checks from separate accounts for each report and submits to Auditor for review;
- Files timesheets and files County weekly reports;
- Keeps database for retiree insurance payments;
- Oversees weekly cash disbursement for Jury payments and reconciles money box;
- Oversees Child Welfare check/cash to IBC Jury donation's bank receipt.
- Organizes paychecks per each department and disperses into envelopes;
- Organizes payable invoices/checks and disperses into envelopes;
- Approves positive pay checks at the bank.
- Keeps up databases for Employee Leave, Vista for timesheets and maintenance, J.P. Credit Card for missing transactions, and Unclaimed Property;
- Reprints check stubs or W-2 information for employees as needed; and
- Performs other assigned duties.

### **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;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including 10-key, 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: \$18.46 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.**

**05/21/2026**

**Job Title:****JP Deputy Court Clerk I / II - Taft**

*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 8

**Pay Grade:** 103 / 104

**FLSA Status:** Non-Exempt

**JOB SUMMARY**

The JP Deputy Court Clerk is responsible for assisting the Justice of the Peace by overseeing office operations and workflow and handling a variety of clerical, coordinating, and bookkeeping functions.

**ESSENTIAL JOB FUNCTIONS:**

- Greets the general public and answers telephone calls;
- Assists with filing procedures and/or refers citizens to judge, proper agency, or proper court;
- Enters all tickets, hot checks, juvenile complaints, mental health commitments, inquest information and autopsy results, administrative hearings, civil small claims, and forcible detained actions in the county system or docket;
- Assigns numbers to each case, makes files, and files in proper folders;
- Prepares warrants, subpoenas, summonses, citations, abstract judgements, executions, sequestrations, garnishments, capias pro fine, and makeup judgements for signature;
- Makes entry of all documents issues in each case onto docket sheet and makes covers and files for each;
- Collects all fees and fines and filing fees in proper ledger for all agencies who file in this precinct;
- Issues receipts for all fines and/or fees and posts onto corresponding docket sheets and files;
- Makes reports of all fines and fees collected by the County;
- Prepares and mails monthly statistical reports to Judicial Council of all cases filed, dismissed, disposed of civil and small claims, etc.;
- Prepares and makes bank deposits;
- Schedules cases for hearings and/or trials. Notifies all parties of hearing/trial data, either in person or by mail, including the attorney(s) representing the plaintiff or defendant. Makes copies of citations for attorneys;
- Resets cases for trial depending on documents filed;
- Keeps inventory of all supplies and notifies department head of any shortages;
- Sends warrants, summonses, capias, etc. to proper agency for execution;
- Makes docket entries based on statuses of cases;
- Receives and stamps dates on all incoming mail;
- Makes certifications on records for judge to sign;
- Prepares correspondence at judge's request;
- Schedules wedding appointments, prepares certificates, and forwards marriage licenses to County Clerk for recording;
- Transfers files when disposed of storage boxes and returns items to file or storage;
- Accepts appeals on all cases when properly applied for. Makes transcripts and copies of all documents before sending to County Clerks;
- Prepares bank deposits on a daily and timely basis as mandated by the Auditor's Office; 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.

### **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 effectively processing a successful work environment;
- 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 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 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.

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

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

**Base Salary Clerk II : \$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.**

**05/21/2026**

<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 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)**

**05/21/2026**

<p><b>36th, 156th and 343rd Judicial District Community Supervision &amp; Corrections (CSCD)</b>  <b>Department</b>  <b>Serving Aransas, Bee, Live Oak, McMullen and San Patricio Counties, Texas</b>  <b>Job Vacancy Announcement</b></p>
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**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>
<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@sanpatriciocscd.org](mailto:jorgesanchez@sanpatriciocscd.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.sanpatriciocscd.com](http://www.sanpatriciocscd.com).

*We are an Equal Opportunity Employer*

*This is an AT WILL Position of Employment*

**36th, 156th and 343rd Judicial District Community Supervision & Corrections (CSCD)  
Department  
Serving Aransas, Bee, Live Oak, McMullen and San Patricio Counties, Texas  
Job Vacancy Announcement**

Job Title: Part Time Cook

Duty Stations: Coastal Bend Regional Intermediate Sanction Facility

FLSA Status: Non-Exempt (Hourly Position)

Sinton, Texas

Annual Compensation Range: Up to \$19.00 per hour

Opening Date: January 12, 2026

Closing Date: until filled

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

- (1) Must have a High School Diploma or GED
- (2) Must have a valid driver's license
- (3) Must have a valid food handler's permit
- (4) Must have a minimum of 1 year of experience in institutional quality food production service and sanitation
- (5) Be able to follow oral and written directions (in English)
- (6) Must have a valid Food Manager's Certification

<b>Primary Job Requirements/Duties</b>
• Must be able to cook and serve adequate nutritious meals as specified by menus and standardized recipes.
• Handle and prepare all types of food items in proper manner
• Meets all meal schedules and inventories daily usage of items from dry and cold storage areas
• Properly maintain all equipment and avoids food waste
• Prepare food that is in accordance with the Food Service Manual, maintaining high sanitation practices and standards
• Complete other requirements/duties as assigned by the CBRISF Director

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@sanpatriciocscd.org](mailto:jorgesanchez@sanpatriciocscd.org), or mail to CBRISF, 800 N. Vineyard, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at [www.sanpatriciocscd.com](http://www.sanpatriciocscd.com).

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**05/21/2026**