

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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:	Jail Nurse - Sinton
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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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:	Heavy Equipment Operator I – Portland
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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. #2

Pay Grade: 105

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

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: \$3,077.21 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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:	Heavy Equipment Operator II – Portland
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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. #2

Pay Grade: 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 Commercial Driver's License

ADDITIONAL REQUIREMENTS:

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

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in 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: \$3,292.60

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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:

Finish Motor Grader Operator – Portland

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: 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 Commercial Driver's License and **seven (7) years Motor Grader operator experience.**

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: \$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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title: Legal Secretary I - Sinton

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

Department: County 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@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title: Custodian I / II / III - Sinton
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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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

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@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

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

Department: District Clerk Office

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

- Serves as deputy custodian of the official record of the district court;
- Does not oversee or supervise
- Issuance of citations, summons, warrants, writs, abstracts of judgement, and/or other documents in accordance with state law and departmental rules and regulations as needed;
- Ensures proper filing and digitizing of court records;
- Performs ministerial duties including signing documents, using the seal of the office, and file stamping documents;
- Assists the public in person and over the telephone with filings, payments, record searches, and/or other information as needed;
- Interacts with the general public in person, over the telephone, or through correspondence (written or digital);
- Regular communication with judges, attorneys, law enforcement, and other court personnel;
- Cross-train in functional areas of other Deputy District Clerks;
- **Performs other assigned duties, including but not limited to:**
 - II:**
 - Prepares and issues certified copies of various documents or records as requested
 - Responsible for providing customer service for all child support cases
 - Maintains orders to withdraw funds for felony court costs
 - Receives payments, issues receipts, and posts funds for fines, court cost, bond forfeitures, attorney's fees, depositions, etc.
 - Enters data and maintains records of pleadings

 - Provide clerical assistance on criminal docket calls and prepares the criminal dockets
 - Receives and files indictments from the Grand Jury, prepares each as a criminal case, and enters relevant information into case management system for each case
 - Provide clerical assistance to any court on both civil and criminal matters
 - Files and digitizes hard copies of criminal cases and related case documents
 - Prepare or update Bills of Cost in criminal cases
 - Prepare and submit monthly case tracking reports to the state (CJIS)
 - Prepares appeals and supplemental appeals in a timely manner, prescribed by law, including preparing transcripts, bills of cost, and notifying all parties involved upon receipt of the decision from the Court of Appeals

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary: \$2,738.95 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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

DISTRICT ROVING COURT REPORTER

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

DEPARTMENT: 36th, 156th & 343rd Judicial Districts

IMMEDIATE SUPERVISOR: District Judges

Full Time with benefits

Salary: \$120,821.76

Position Date: January 2, 2026

JOB SUMMARY:

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

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Takes verbatim records of the court;

Maintains accurate court proceedings log/records;

Drives to courthouses in Aransas, Bee, Live Oak, San Patricio and McMullen Counties in personal vehicle;

Captures spoken dialogue with specialized equipment, including stenography machines, audio recording devices and microphones;

Transcribes all court records on appeal or requests in accordance with Uniform Format Manual and appellate guidelines;

E-files all appellate records with the courts of appeal;

Assists with office clerical work as requested by the judge;

Purchases and maintains all equipment and software used in the performance of duties;

Reads or plays back all or a portion of the proceedings upon request from the courts;

Provides copies of Reporter's Records to the courts, counsel and parties involved;

Preserves shorthand notes for future reference per statutory guidelines;

Marks and retains all exhibits introduced in court proceedings and later files with the courts of appeal, district clerks and/or sheriff's departments;

Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public;

Performs other assigned duties.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of courtroom procedures and court reporting laws and rules;

Knowledge of the Code of Ethics for Certified Shorthand Reporters;

Knowledge of county ordinances, policies and procedures;

Skill in planning and organizing work;

Skill in written and verbal communication;

Ability to communicate effectively with the public and handle stressful situations;

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

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

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

ADDITIONAL REQUIREMENTS:

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

Ability to sit and hear for extended periods of time;

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

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

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

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

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

06/13/2025

Job Title:	Enforcement Officer - Sinton
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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: Environmental Health

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Enforcement Officer is responsible for enforcing County and state litter and environmental laws; performing inspections and investigations into alleged and actual illegal dumping cases; writing and filing citations; and assuring that violations are resolved. As an Enforcement Officer you may be called upon to support San Patricio County emergency response team in ways that are outside the usual scope of responsibilities. This may involve working hours that are outside the usual work hours. As the Enforcement Officer you will not be required to perform duties that are outside of your competence or profession.

ESSENTIAL JOB FUNCTIONS:

- Investigates citizen complaints and those discovered while on patrol when performing field inspections;
- Performs searches on computer to determine ownership of property in cases where owner is not readily known; corresponds with property owners who live out of county by mail to notify and arrange abatement of nuisance;
- Prepares case folders and enters field investigation into computer database of information pertaining to the offense including but not limited to type of complaint, offenders name and address, pictures of violation, narrative of case, and case disposition;
- Inspects on-site sewage facilities and enforces county and state laws which govern wastewater;
- Notifies violator by certified mail informing them of violation and issues citations when necessary;
- Prepares documents, reports, correspondence, notices, and evidence for court;
- Files cases with appropriate court of law and appears in court as state witness if necessary;
- Meets regularly with Justice of the Peace and County Attorney on case dispositions;
- Consults with the general public and other government agencies;
- Operates and maintains a variety of code enforcement equipment including portable radios, digital cameras, and county vehicle;
- Attends in-service training and makes public appearances to raise public awareness of environmental health issues; and
- Attends continuing education classes and seminars as required to maintain necessary certifications;
- 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 (Class C);
- Code Enforcement Certification or Basic Peace Officer Certification from the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) within six (6) months of hire; and
- Designated Representative Certification within one (1) year of hire.

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 flexible hours, weekends, and/or holidays
- Bilingual **Preferred**

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods and techniques of code enforcement;
- Knowledge of principles and practices of court procedures and legal actions;
- Knowledge of methods and techniques of field inspections and investigation;
- Knowledge of principles and practices of research, analysis, and report preparation;
- Knowledge of operational characteristics of compliance equipment and tools;
- Knowledge of pertinent federal, state, and local laws, codes, and regulations;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and interpret federal and state regulations, local and county orders, and city ordinances;
- Ability to perform code enforcement and plan and prioritize caseload;
- Ability to operate code enforcement equipment and vehicles;
- Ability to gather and prepare evidence for court;
- 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 for 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: \$3,523.09 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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:	Environmental Health Clerk - Sinton
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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: Environmental Health

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

The Environmental Health Clerk is responsible for assisting in office management and organization procedures, including answering telephone calls, scheduling appointments, filing, billing, operating office machines, controlling office inventory, completing reports, collecting fees, and other related tasks for the Environmental Health Department.

ESSENTIAL JOB FUNCTIONS:

- Answers telephones, takes messages, and/or redirects calls to appropriate colleagues;
- Assists citizens over the telephone or in person, answers questions, provides information, and collects information for various permits;
- Performs clerical duties such as filing, typing, and organizing;
- Sorts and distributes incoming mail and prepare outgoing mail (envelopes, packages, etc.);
- Utilizes office appliances such as photocopier, printers, etc. and computers for word processing, spreadsheet creation, etc.;
- Undertakes basic bookkeeping tasks and issue invoices, etc.;
- Assists in making travel arrangements and booking venues for conferences and events;
- Takes minutes of meetings and dictations;
- Assists in monitoring office supplies (paper clips, stationery, etc.) and reports shortages as needed; 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 (Class C);
- CPR/First Aid/AED Certifications within one (1) year of hire; and
- ICS/NIMS Certification(s) within one (1) year of hire.

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 Health Department structure and resources related to the position;
- Knowledge of English usage, spelling, grammar, and punctuation;
- 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 utilize tact and diplomacy;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to work cooperatively with other county staff and outside agencies;
- 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 (24 Hours per week)

Position will work 40 hours per week during the months of November, December and January

Bilingual Spanish Preferred

Base 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, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

06/13/2025

Job Title:**Juvenile Supervision Officer**

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 . Job descriptions & applications may be picked up at the address above. The San Patricio County Juvenile Detention Center is an Equal Opportunity Employer (EOE)

06/13/2025

**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: May 2, 2025

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

Primary Job Requirements/Duties
<ul style="list-style-type: none">• Must be able to cook and serve adequate nutritious meals as specified by menus and standardized recipes.
<ul style="list-style-type: none">• Handle and prepare all types of food items in proper manner
<ul style="list-style-type: none">• Meets all meal schedules and inventories daily usage of items from dry and cold storage areas
<ul style="list-style-type: none">• Properly maintain all equipment and avoids food waste
<ul style="list-style-type: none">• Prepare food that is in accordance with the Food Service Manual, maintaining high sanitation practices and standards
<ul style="list-style-type: none">• 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@sanpatriciocscsd.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.sanpatriciocscsd.com.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

06/13/2025