

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

07/06/2026

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

07/06/2026

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

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

Department: County Attorney

Pay Grade: 118

FLSA Status: Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

Knowledge, Skills and Abilities:

- Knowledge of the Texas Penal Code, the Texas Code of Criminal Procedure, Texas Juvenile Code, Texas Rules of Evidence, Texas Rules of Appellate Procedure, and the Texas Family Code;
- Knowledge of federal, state, and local laws, legal procedures, and the court system;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary: \$7,712.20 Monthly

Deadline for Applications: Open Until Filled

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

07/06/2026

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

07/06/2026

Job Title:**Deputy Voter Registrar - 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: Elections Office

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

The Deputy Voter Registrar is responsible for providing clerical and customer assistance necessary in the structuring, organizing, and implementing of the voter registration process and the County election process for the Elections Office.

ESSENTIAL JOB FUNCTIONS:

- Processes all daily voter registration applications, updates any changes, and determines voter eligibility;
- Processes and prints any documents associated with voter registration;
- Researches returned certificates or correspondence sent to voter, mails incorrect applications to their correct county, and communicates any changes/problems with the Election Administrator;
- Mails out applications for Ballot by mail when requested by the voter;
- Assists when entering Application for Ballot by mail into the Texas Election Administration Management (TEAM) and enters and scans information into Vista;
- Assists with preparations for upcoming elections;
- Works extended hours and/or weekends during election time;
- Oversees the disbursement and receiving of election equipment prior to Election to Day and on election night respectively;
- Attends various meetings and seminars;
- Answers telephone and assists with the general public with general inquires; 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 Texas voter regulations and processes;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;

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

PHYSICAL DEMANDS:

Must be able to lift multiple pieces of equipment 25 – 50 lbs. The ability to carry heavy equipment to set up and break down election polling locations.

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: \$2,848.50 Monthly

Deadline for Applications: Open Until Filled

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

07/06/2026

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

07/06/2026

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

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

Department: Fairgrounds

Pay Grade: 104 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

- Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, painting tasks, and power washing;
- Repairs and treats structures such as floors, showers, sinks, walls roofs, and carpets;
- Performs minor troubleshooting, repair, and adjustments to locks on doors, cabinets, desks, and closets;
- Performs preventative maintenance procedures on building mechanical equipment on a scheduled basis and performs preventative maintenance of HVAC;
- Performs preventative maintenance and services appliances, kitchen, and emergency equipment;
- Repairs animal stalls as needed;
- Performs preventative maintenance procedures on vehicles and equipment on a scheduled basis. Inspects belts, checks fluid levels, replaces filters, greases bearings and seals, etc. Repairs or replaces broken parts;
- Connects and moves equipment and appliances as necessary;
- Reports mechanical malfunctions to appropriate party for action;
- Completes daily, weekly, and monthly checklist on building conditions;
- Maintains records of scheduled maintenance procedures;
- Performs event houseman duties and assists in moving furniture and event equipment at various facilities and sites;
- Assists in obtaining quotes and arranging for services of outside vendors as needed may obtain estimates for supplies, repair parts and order parts as needed;
- Annotates and updates work logs for specific site requirements;
- Activates and deactivates building alarms and responds to alarm calls during and after regular work hours;
- Assists with the renovation and remodeling of buildings. Repairs plaster and drywall and paints building structures;
- Performs outside and inside custodial duties as required;
- Oversees organization of storage rooms, closets, grounds, and buildings;
- Maintains Rodeo Arena to ensure proper footing;
- Maintains clean, safe, and orderly work sites;
- Prepares event spaces for arrival of guests through set-up, break-down, and cleanup. Cleans throughout the event;
- Makes adjustments to event facilities as requested. Ensures that banquet rooms are stocked and assists as needed;
- Keeps track of inventory and quarterly inventory of banquet equipment and audio-visual equipment; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of tools and equipment used in building and custodial maintenance, reconstruction, and repair;
- Knowledge of preventative maintenance requirements;
- Knowledge of safe work practices and safety procedures for public events;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Skill in planning and organizing work;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Ability to perform semi-skilled building maintenance and repair work;
- Ability to identify building maintenance needs and take corrective action;
- Ability to repair and maintain a variety of mechanical equipment;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. Must be able to work events, weekends & evenings until events end. Be able to communicate well with all clients.

Full-Time Regular Position

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

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

Deadline for Applications: Open Until Filled

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

07/06/2026

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

Department: District Attorney

Pay Grade: 118

FLSA Status: Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary: \$7,712.20 Monthly

Salary: Based on Experience

Deadline for Applications: Open Until Filled

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

07/06/2026

Job Title:	Health Liaison - 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: SPAN
Pay Grade: 107
FLSA Status: Non-Exempt

JOB SUMMARY

The SPAN Community Health Liaison (CHL) is responsible for providing Department of State Health Services SPAN activities, which includes supporting the implementation of Food Service Guidelines in selected worksites and community settings; implementing interventions supportive of breastfeeding; including compliance with the Federal Lactation Accommodation Law for businesses with workforce of more than 50 employees; supporting implementation and integration of physical activity and nutrition standards in early care and education systems and facilitating technical support for the establishment of new or improved pedestrian; bicycle or transit transportation systems that are combined with new or improved land use or environmental design; and presenting educational programs to businesses, schools, and communities within San Patricio County, conducting assessments, planning improvements, and monitoring, evaluating, and reporting on program activities for SPAN to Community Based Program Manager and DSHS.

ESSENTIAL JOB FUNCTIONS:

- Participates in SPAN project education and training on contract implementation strategies, activities, evaluation, and reporting;
- Obtains and administers assessments of existing and proposed community and county resources and plans work on SPAN strategies and activities;
- Establishes communication and meets regularly with government, business, school, and community leaders to plan and implement SPAN strategies in their community or workplace;
- Analyzes and evaluates assessment data to determine readiness, improvement plan options, and training needs for businesses, schools, and organizations;
- Serves as a program resource and advisor in matters pertaining to SPAN program strategies;
- Develops educational presentations, in-service trainings, outreach materials, and resources for stakeholders to support SPAN strategies;
- Receives and responds to requests for information and resources from community leaders involved in SPAN activities;
- Fosters communication between local stakeholders, DSHS, and CDC resources;
- Maintains documentation of SPAN meetings, surveys, evaluations, and materials required for contract reporting;
- Participates in monthly teleconferences with DSHS contract manager;
- Prepares and submits required SPAN reports to DSHS in a timely manner;
- Prepares promotional materials and news releases in support of SPAN strategies;
- Coordinates quality assurance for program as required by SPCDPH and SPAN;
- Works cooperatively with SPCDPH program managers and employees;
- Attends required SPCDPH, DSHS and SPAN meetings, workshops, in-services, conferences, and other trainings;
- Provides assistance in writing grant scope of work, workplan, renewal proposals, and budget;
- Participates as an SPCDPH team member in focusing on customer needs and in implementing and improving program services; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree preferably in a Public Health field or equivalent;
- No prior experience required;
- Or equivalent training, education, and/or experience.
- Bilingual in English and Spanish preferred;
- Valid State of Texas Driver's License;

- PHP National Incident Management System training;
- HIPAA Certification(s);
- CPR/First Aid Certifications;
- Food Handler's Certification; and

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 Public Health Core functions and essential services;
- 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);
- Skills in stakeholder engagement, coalition coordination and facilitation, and evaluation;
- 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 verbally present health information clearly and accurately from scripted curriculum and other education material;
- Ability to provide own reliable and insured transportation;
- 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: \$3,664.01 Monthly

Deadline for Applications: Open Until Filled

Grant Funded Position - Until August 3, 2027 – With Renewal

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.

07/06/2026

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

07/06/2026

<p>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</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.

Primary Job Requirements/Duties
<ul style="list-style-type: none"> • Monitor the functional operation of the CBRISF programs and facilities under the guidance of the Center Director and Senior Residential supervisors.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Perform other job related duties as required 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, 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.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

