

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: \$3,590.19 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: \$3,841.51 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: \$3,355.33 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.

09/23/2024

Job Title:

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

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

Department: Road and Bridge Pct. #3

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- **Commercial Driver's License AND seven (7) years Motor Grader or Finish 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.
- Continue education training each year on all types of work, i.e. crewman work, mechanic work, etc.

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 : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 Monthly / CDL & Seven (7) Years Motor Grader or Finish Grater 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.

09/23/2024

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

Department: Road and Bridge Pct #3

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary: \$2,738.94 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@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

09/23/2024

Job Title:	Heavy Equipment Operator I / II – Sinton (Finish Motor Grader Operator)
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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. #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 : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 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.

09/23/2024

Job Title:	Heavy Equipment Operator II – Aransas Pass
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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. #4

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 State of Texas Class A 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 HEO II: \$3,135.81 Monthly / CDL 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.

09/23/2024

Job Title:	Deputy District Clerk 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: District Clerk Office

Pay Grade: 103 / 104 / 105

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

II:

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

Responsible for providing customer service for all child support cases

Maintains orders to withdraw funds for felony court costs

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

Enters data and maintains records of pleadings

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

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

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

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

Prepare or update Bills of Cost in criminal cases

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

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,608.52 Monthly

Base Salary Deputy Clerk II : \$2,738.94 Monthly

Base Salary Deputy Clerk III : \$2,930.67 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.

09/23/2024

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

Department: Airport
Pay Grade: 103
FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

Knowledge, Skills and Abilities:

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Part-time Regular Position

Salary: \$15.05 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@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

09/23/2024

Job Title:	Legal Secretary 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: 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: \$3,355.32 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.

09/23/2024

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

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

Department: Buildings and Yards

Pay Grade: 104 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary Maintenance Assistant I: \$2,738.94 Monthly

Base Salary Maintenance Assistant II: \$3,135.81 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.

09/23/2024

Job Title:**Paralegal / Victim Advocate - 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: 109

FLSA Status: Non-Exempt

JOB SUMMARY

The Paralegal is responsible for assisting attorney in the drafting, preparation, and filing of civil and criminal legal documents during the entire lifetime of a case, from original petitions to jury trials and appeals. The subject matter of the cases includes Child Protective Services cases, protective orders, mental health commitments, and misdemeanor and felony criminal juvenile complaints.

ESSENTIAL JOB FUNCTIONS:

- Assists in the drafting; preparation and e-filing of original petitions to exigently remove children, non-emergency removals of children, motions to aid in an investigation, and motions to require parent participation in services and drafting & finalizing all orders after hearings,
- Assists in drafting, preparation and e-filing of Juvenile Delinquent Conduct petitions, Children In Need of Supervision petitions, Truancy petitions, and entering juvenile defendants and charges into Odyssey,
- Assists in drafting, preparation and e-filing of applications for protective orders and drafting & finalizing orders after hearings.
- Performs a variety of administrative duties, including the organization and maintenance of pertinent files;
- Establishes and manages electronic and physical filing system.
- Develops and maintains various court filing systems;
- Preparation of subpoenas, monitoring and updating subpoena tracking system.
- Enters, updates and retrieves information using multiple systems and databases.
- Uses computer to process, retrieve, and disseminate information and documents, including word processing functions for letters, memoranda and legal documents.
- Assists attorneys in court and helps maintain court dockets and calendars.
- Routinely communicates with court personnel regarding upcoming case settings and case management;
- Drafts required legal forms and notices as needed.
- Assists Attorney with preparation for hearings and trials by issuing subpoenas, contacting witnesses, and preparing related documents.
- Assists in the drafting and preparation of motions, orders, notices, appellate briefs, and discovery.
- Assists in protective order applicants' interviews for help to provide reassurance to the applicants.
- Communicates with the public on a frequent basis, including many seeking legal help for major lifetime problems, including the removal of children, family violence protective orders, victims of violent crime, and criminal activity by juveniles.
- Tactfully and courteously receives and assists victims, parents, law enforcement, probation officers, and DFPS employees and supervisors.
- Assists in managing a high-volume caseload, which includes properly filing and calendaring motions, court settings, and strict deadlines.
- Files and organizes all CPS, protective orders, and juvenile cases, including paper organizational systems and electronic storage and organization.
- Locates the appropriate offices for Civil Process Service in different States and counties.
- Prioritize order of workload and document review for self and attorney.

- Attends court hearings with attorneys
- Maintains state standing of CJIS (Criminal Justice Information System) reporting completion to maintain funding.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office.
- Performs other duties as assigned by the County Attorney

VICTIM ADVOCATE RESPONSIBILITIES

- Maintains a positive working agreement with community agencies to secure available resources for victims and their families.
- Serves as the first contact for victims of Juvenile crimes filed with and accepted by the San Patricio County Attorney's office; maintains contact with and provides information to victims throughout the complex criminal justice process and works to assist victims.
- Assists victims in achieving, to the most practical extent possible, all the provisions set out in the Rights of Crime Victims, Chapter 56, Code of Criminal Procedure, specific to their situation; serves as an advocate for victims in ensuring that they receive eligible assistance and benefits; and assists in obtaining information and in the completion of the loss value information, Victim Impact Statement and Crime Victim Compensation Application.
- Keeps victims informed of the status of their case by mail, email and phone contact; provides emotional support by allowing victims to express their frustrations, anger, guilt, and/or fear and responding appropriately to their feelings; and independently determines course of action in responding to victims and or families.
- Enters victim information and documents all contact and attempted contact with victims in each Juvenile file.
- Prepares victim information packets for misdemeanor cases, explaining the criminal justice system and informing victims of services available, Victim Impact Statement and Crime Victim Compensation applications.
- Assists prosecutors and investigators in interviewing victims and witnesses as requested; and coordinates appointments and trial appearances as requested.
- Obtains restitution information from victims and provides alternate means for the victim to be compensated for damages incurred as a result of criminal behavior and process restitution orders once all documents are gathered.
- Provides ongoing support information, resource materials, and referrals for additional services to victims.
- Processes Witness Fee Claim Forms when necessary.
- Performs any other duties as assigned by the County Attorney.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree or equivalent;
- Seven (7) years of related work experience;
- Or equivalent training, education, and/or experience.
- Paralegal Certification
- 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 in personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of the law and legal system.
- Knowledge of courtroom procedures, Rules of Civil Procedure, the Family Code, the Penal Code, and legal terminology and spelling;
- 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);
- 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 the Penal code, the Family Code, and legal documents.
- Ability to calculate figures in order to figure restitution amounts and Child Support;
- Ability to write and edit reports 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: \$3,841.51 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.

09/23/2024

Job Title:	Emergency Management Coordinator - 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: Emergency Management

Pay Grade: 115

FLSA Status: Exempt

JOB SUMMARY

Under the direction of the County Judge, and in accordance with Chapter 418 of the Texas Government code, serves as the Emergency Management Coordinator for the County and the Cities which adhere to the Multi-Jurisdictional Emergency Management Plan, and oversee the County's Personnel Safety and ADA compliance programs. To oversee the management of the department, its employees, its budgets, and programs. This regular full-time position will work Monday through Friday between 8:00 A.M. and 5:00 P.M. This position may be required to work extended hours, on weekends and evenings, when emergency conditions arise. This position is considered a Tier I Essential Employee who will be required to remain on duty, until released, during emergency and disaster situations.

Note: The San Patricio County Department of Emergency Management & Personnel Safety reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Personnel Department, who meet or exceed the minimum requirements for the position. This position is designated as a TIER I Essential Employee and is expected to report, as directed, under any circumstances, and remain on duty until released by their immediate supervisor, the Emergency Management Coordinator, or the County Judge.

ESSENTIAL JOB FUNCTIONS:

- Provide management and supervision for the staff of the Emergency Management & Personnel Safety Department, for the County's Emergency Management Program, Safety Program and ADA compliance program.;
- Operates and the chief coordinating officer during emergencies and disasters, under the Multi-Jurisdictional Emergency Management Plan for all the unincorporated areas and those cities which adhere to the plan, may serve as the EOC Manager, or various other command and general staff roles in the EOC, or in the field;
- Performs periodic reviews of Safety and ADA guidelines and procedures, and updates policies and SOPs accordingly;
- Oversees the routine delivery of fire drills, safety inspections, emergency management training, safety training, exercises, and PPE purchases for county departments.;
- Chief purchaser of supplies and Equipment for Emergency Management, Safety, ADA compliance programs;
- Ensures the County's EOC is fully equipped and operational at all times;
- Serves as the County's representative on various committees such as the LEPC, Homeland Security Advisory Council, Coastal Bend Emergency Management Association, EMA T, IAEM, ISD Safety & Security Committees etc ...;
- Coordinates involvement of countywide agencies in preparation of and participation in public education programs regarding hazards and emergency response;
- Delivers presentations on Emergency Management, Flood Plain Management, Local Emergency Planning Committee Corporation (LEPC) and government continuity topics to community groups and organizations;

- Represents San Patricio County at various meetings with government and private sector agencies and officials throughout the South Texas Region and FEMA Region VI area;
- Reviews and revises the local comprehensive Emergency Management Plan as necessary and all legal documents pertaining to Emergency Management;
- Responds to calls 7/24 ready to standup EOC and/or mobile emergency operations when required to respond to any hazardous chemical incident or disaster situation within San Patricio County in the most expeditious manner possible;
- Attends training, regional and state meetings and other events on behalf of the County;
- Uses a county vehicle to attend meetings, deliver paperwork and material between locations, as needed;
- Assists with Emergency Support Functions as defined in the Multi-Jurisdictional Emergency Management Plan and its annexes, or County Judge

MINIMUM REQUIREMENTS TO PERFORM WORK:

Required:

- Bachelor's Degree or higher in Public Administration, Emergency Management, Business, or related field.
- 10 + years of experience in Emergency Management, Safety, or Risk Management
- 5 + years of supervisory experience
- Valid Texas driver's license with an acceptable driving record
- Certifications in IS 100, 200, 700 & 800
- Certification in ICS 300 & 400
- Certified Trainer for ICS (G449)
- Certified Emergency Manager (CEM) or Texas Emergency Manager (TEM)

Preferred:

- Master's Degree or higher in business, public administration or related field, or combination of education and experience.
- 10 + Years' Experience in management of a comprehensive Risk Management and Safety Program
- 10 + years' experience in emergency management or emergency response
- Experience with HSEEP Exercise Design and Implementation
- Experience with a comprehensive Safety and Emergency Management training program
- Experience with FEMA Public Assistance and Individual Assistance Recovery Programs
- Experience with inventory management, budgeting and procurement standards
- Experience in grant writing and management for mitigation programs such as PDM, HMGP, CDBG, etc.
- Experience with procurement procedure in compliance with 2 CFR 200

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skills in Microsoft Office and procurement software
- Excellent organizational skills and experience with proper documentation techniques
- Ability to work and communicate effectively with the public and county personnel.
- Ability to calculate figures and amounts, such as: discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to create and maintain accurate records with attention to detail and to research and analyze technical materials and information.

- Ability to walk and stand for long periods of time, in varying environments
- Serves in the emergency operation center as support staff during emergencies and disasters
- Ability to provide excellent customer service.
- Ability to work as a positive team member and in accordance with County Personnel Policy.
- Ability to read and interpret legal documents and government code, and incorporate information into existing policies and technical documents.
- Completes other duties as assigned

PHYSICAL DEMANDS:

The employee is required frequently to sit for long periods of time and perform their duties in a general office setting. The employee will be occasionally required to drive a County vehicle and perform various tasks in the field and in various weather conditions: and adhere to the County safety policies and provisions. The employee is occasionally required to walk, sit, use hands to find, handle or feel objects, tools or controls, operate various types of computer and electronic equipment (radios, tablet computers, vehicles, office equipment, GPS, etc ...) reach with hands and arms, climb or balance, stoop and kneel. The employee must occasionally lift and/or move boxes, supplies and/or equipment using standard safety practices and seeking assistance to team lift when needed. To perform the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

WORK ENVIRONMENT:

The work environment for this position is that of a general indoors office environment, as well as occasional out of doors field work, driving a motor vehicle and operating general office equipment as well as specialize field equipment and software. The-noise level in the work environment is usually moderate.

Safety Requirements:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include:

- Standing and sitting for extended periods of time
- Operating a motor vehicle
- Wearing proper PPE for the work environment
- Making sound decisions and using good judgement
- Demonstrating intellectual capability
- Working closely with others
- Multi-tasking
- Making observations
- Operating assigned equipment safely
- Follow the guidelines with in the San Patricio County Safety Policy

Full-Time Regular Position

Base Salary: \$5,765.07 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.

09/23/2024

Job Title:**Deputy Clerk I / II Auto – Aransas Pass**

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: Auto Department

Pay Grade: 103 / 104

FLSA Status: Non-Exempt

JOB SUMMARY

Works front counter operations in the Auto / Tax office by assisting the general public and business enterprise primarily with motor vehicle transactions and may assist taxpayers in processing tax.

ESSENTIAL JOB FUNCTIONS:

- Regular attendance is required;
- Performs customer service duties by waiting on customers at front counter, such as titling and registering assembled, rebuilt, homemade and out of state vehicles, trailers and boat trailers.
- Adding Liens to an existing title;
- Prepares and processes vehicle titles for dealers (walk-ins) at counter;
- Prepares and processes vehicle title for dealers by WebDealer (internet);
- Remains aware of the laws and changes in laws, procedures and requirements regarding auto titles, registrations and trailers;
- Informs public, car dealers and lending institutions by phone, fax or in person on changes in laws, forms and fees;
- Checks for current proof of insurance and verifies by phone or fax as necessary;
- Sells vehicle registrations, permits and disabled placards to customers at the counter, through the mail and over the internet;
- Compiles and distributes permit forms and packets including such topics as lost titles, homemade trailers, dealer's license
- Answers customer questions about titling and registration of vehicles, trailers in person, over the phone and via internet inquires;
- Directs customers to appropriate county, state or federal offices to assist them in completing their business with governmental offices;
- Completes daily transactions and places documentation in proper files;
- Responsible for all cash and checks in cash drawer that are taken in during the day;
- Reports and cash drawer must balance at the end of the day and the start cash must be accounted for in an efficient manner;
- Acquire sufficient knowledge of the Texas Department of Motor Vehicles, Texas Comptroller of Public Accounts and office policy, laws and procedures to be able to efficiently relay information to the customer and conduct the required registration and titling functions of the position;
- Acquire knowledge of where statute is located in various resource books and manuals located in the office and on-line;
- Close out tax collection drawer when work is complete, run daily report to turn over to Accountant for balancing of daily work;
- Run daily reports for balancing of all motor vehicle transactions from all offices;
- Verify totals to be distributed to TxDMV and San Patricio County;
- Check Titles for accuracy prior to mailing to TxDMV for processing;
- Submit payments to TxDMV for funds collected through daily transactions;
- Submit reports to the Accountant for distribution of funds to San Patricio County, Texas State;
- Comptroller for Sales Tax collection and to TxDMV;

- Receives emails from the Corpus Christi Regional Office for refunds to Taxpayers;
- Submits proper documentation to the Accountant for check processing of the refunds;
- Process all corrections from NMVTJS and rejection of titles by the TxDMV, resubmitting the changes thru the RTS system and/or contacting taxpayer for additional documentation;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED;
- One (1) to (4) four years in an office environment or related field;
- Or equivalent training, education, and/or experience;
- Cashier experience **Preferred**
- Valid State of Texas Driver's License
- Title Fraud Training through TxDMV within 1 year of hire date

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and procedures of cash handling;
- Knowledge of modern office practices and procedures;
- Skill in customer service;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to make accurate change and handle large quantities of cash;
- Ability to read and comprehend complex instructions, correspondence, and memos;
- Ability to write detailed correspondence;
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the tax / auto office;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to organize and communicate effectively;
- Ability to deal with problems involving several concrete variables in standardized situations;
- 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:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non- essential functions.

Physical requirements include the ability to lift/carry up to 15 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment; subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

This job takes place in a large fast-paced office. The noise level in the work environment is usually moderate and can be high during busy hours of the day.

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,608.52 Monthly

Base Salary Deputy Clerk II : \$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.

09/23/2024

Job Title: Commissioners Court Clerk, R&B Pct. #2 - 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: Commissioners Court

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

- Answers and directs phone calls as appropriate;
- Provides general support to visitors;
- 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 in the personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

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

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Part-Time Temporary Position

Salary: \$14.33 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.

09/23/2024

San Patricio County Auditor

Summary of Position:

The San Patricio County Auditor is a Public Official appointed by the District Judges of the 36th, 156th, and 343rd Judicial Districts to serve a two-year term, independent of all County offices. The County Auditor serves as a check on the financial operations of other county offices, fulfills financial accounting and budget responsibilities, and ensures strict compliance with applicable laws and stewardship of taxpayer dollars.

Essential Responsibilities:

- Maintain accounting records and oversee the general ledger.
- Examine and approve all claims, bills, and accounts of the county before payment.
- Prepare and submit mandatory compliance reports to applicable regional, state, and federal agencies.
- Work closely with the County Judge's office and Commissioners' Court to assist with the development and execution of the County's annual budget.
- Ensure county spending is in strict compliance with the adopted budget.
- Audit books, accounts, and reports to enforce county finance laws.
- Interview, hire, train, and evaluate employees in the Auditor's Office.
- Advise the Commissioners' Court on financial matters.

Qualifications:

- Bachelor's degree in Business Administration with a major in Accounting or Finance preferred, or equivalent experience demonstrating exemplary financial literacy and managerial skills.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) is beneficial but not required.
- Minimum of ten years of experience in auditing and accounting.
- Experience in Governmental Accounting (Fund Accounting), Auditing, Pooled Cash, and Budgeting.
- Proficient in Microsoft Office Suite and Governmental Accounting Software.
- Excellent written and verbal communication skills.
- Knowledge of principles, practices, and terminology in accounting, auditing, and financial management.
- Thoroughly competent in public business details.
- Ability to perform analysis and provide information to various audiences.
- Ability to supervise staff members efficiently and work independently.
- Must be a self-motivated problem solver and maintain strict confidentiality.
- Must be capable of executing a bond within 20 days of appointment and take the official oath.
- Must complete a minimum of 40 classroom hours of continuing education in courses related to the duties of the County Auditor during each term.

Compensation & Benefits:

- Annual salary commensurate with experience and certifications.
- Generous benefits package.

Application Process:

To apply for this position, please submit a San Patricio County Employment Application, Resume, Authority to Release Information, and Cover Letter to nrivera@sanpatriciocountytx.gov. Applications can be downloaded from the website and completed online.

Equal Opportunity Employer:

San Patricio County is an equal opportunity employer and participates in E-Verify. This position will be posted for at least 21 days and can be filled at any time thereafter at the Judges' discretion.

09/23/2024

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: 106

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 TJJD 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: \$3,135.81 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)

09/23/2024

JUVENILE PROBATION

Licensed Professional Counselor or LPC Associate

The 36th Judicial District Juvenile Probation Department, located in Sinton, Texas, is accepting applications for a **Probation Counselor** to provide individual and family counseling to youth on probation.

MINIMUM QUALIFICATIONS

Master's Degree from an accredited college or university with a major in counseling, social work, psychology, or a related field. Current Licensure in Texas to provide counseling services (LPC or LPC intern/associate). Be within 18 months of completing internship to be fully licensed. Experience and training in Cognitive Behavioral Therapy, co-occurring disorders, trauma-informed services, and post-traumatic stress disorders is preferred. One year experience working with at risk youth preferred. Ability to complete documentation needed to satisfy licensing and program requirements. Must have a valid Driver License, good driving record, and reliable transportation. Bilingual in English and Spanish preferred.

Beginning salary is \$3,917 - \$6,250 monthly depending on experience and licensure. Applicants must submit a resume to the Director of Juvenile Services, P.O. Box 1122, Sinton, Texas 78387, or email resume to cfranco@sanpatriciocountytx.gov

Position is OPEN UNTIL FILLED. Job Descriptions are available upon request.

09/23/2024



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

COUNTIES:
 Aransas
 Bee
 Live Oak
 McMullen
 San Patricio
 MALLORY GARDNER
 Deputy Director
 DORA L. HENKHAUS
 Business Manager

JORGE SANCHEZ
 CBRISF Director
 ABEL SANCHEZ
 Asst. Residential Director

JASON R. WOODS
 Director/Chief Probation Officer

JOB VACANCY ANNOUNCEMENT

Job Title: Community Supervision Officer **FLSA Status:** Non-Exempt (Hourly Position)
Duty Stations: Sinton, Rockport, George West or Beeville TX
Annual Compensation Range: Up to \$47,000; up to 5% salary increase after one year of employment and obtaining CSO certification; full benefits (retirement, health, life and optional vision/dental insurance options)
Opening Date: 09/19/24 **Closing Date:** Until filled

§163.33 Community Supervision Officer (TDCJ-CJAD Standards)

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

- (1) Must have a **bachelor's degree** conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board;
- (2) Cannot be employed as a peace officer or work as a reserve or volunteer peace officer; and
- (3) Cannot currently be on community supervision, parole, or serving a criminal sentence.

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

Applicants must pass a drug test, criminal history/background check and submit a State of Texas Job Application, Resume, and official college transcript to the CSCD at jobs@sanpatriciocoscscd.org, or mail/deliver in person to Coastal Bend CSCD, 404 W. Market Street, Sinton, Texas, 78387. Applications are available online at www.sanpatriciocscd.com. The applicant must pass the TDCJ-CJAD CSO certification course within the first year of employment. Failure to do so will result in separation from employment.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

09/23/2024