

SAN PATRICIO COUNTY EMPLOYMENT

JAILER

SHERIFF / JAIL

- *Full Time Regular Position
- *Valid Texas Driver's License
- *High School Diploma or GED
- *Shift work- 4/12 rotating
- *Experience preferred
- *Must be able to read, write and communicate effectively in English
- ***Base Salary: \$3,769.70 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Applications: Open Until Filled**

DEPUTY

SHERIFF'S DEPARTMENT

- *Full Time Regular Position
- *TCOLE certification required
- *High School Diploma or GED required
- *Valid Texas Driver's License required
- ***Base Salary: \$4,033.59 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Application: Open Until Filled**

DISPATCHER

SHERIFF'S DEPARTMENT

- *Full Time Regular Position
- *Computer literate and type 60 wpm
- *Experience preferred
- *Rotating shift position
- *High School Diploma or GED
- *Valid Texas Driver's License
- ***Base Salary: \$3,523.10 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Applications: Open Until Filled**

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

09/26/2025

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

Department: Sheriff
Pay Grade: 112
FLSA Status: Non-Exempt

JOB SUMMARY

The Jail Nurse is responsible for performing medical screening for intake of inmates, assessing health care needs of inmates; dispensing medication as prescribed and needed; coordinating with jail staff for scheduling of appointments for inmate with healthcare providers. Also responsible for performing medical tests within scope of license, maintaining accurate medical charts and related paperwork, and remaining on-call in response to medical emergencies at the jail.

ESSENTIAL JOB FUNCTIONS:

- Oversees the provision of health care measures to inmates in need of medical services by using effective nursing skills and judgement in both routine and emergency situations;
- Administers treatment as guided by physician protocol and standard of care for nursing;
- Plans, directs, and coordinates the medical care of all inmates while incarcerated;
- Schedules and prepares inmates for doctor appointments and treatments;
- Assesses injuries that need medical clearance from the hospital;
- Triage inmates for doctor/hospital transport;
- Delegates activities directly involved with patient care to other jail staff;
- Adheres to required infection control, isolation procedures, and aseptic techniques in the delivery of inmate patient care;
- Complies with HIPPA and other state, federal, and local laws and regulations;
- Establishes and maintains inmate medical charts and medical records and maintains confidentiality of all medical records;
- Assesses all medical requests from inmates, determines their validity, and upon consultation with physician, schedules appropriate medical tests and appointments;
- Oversees inventory and maintains and orders all medications for inmates;
- Prepares daily medication to be dispensed to inmates. Performs inventory and dispenses or supervises the dispensing of medication to inmates;
- Conducts TB testing and screening on inmates;
- Screens inmates for mental health treatment and referral to services to outside medical providers;
- Updates forms concerning all current inmates and inmates transferring to another facility; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- LVN or equivalent;
- Five (5) years of related work experience in health care;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- NCLEX Certification;
- First Aid/CPR/AED Certifications; and
- Registered or Vocational Nurse License in the State of Texas.

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and ability to recognize and professionally respond to adverse drug reactions to medicine;
- Knowledge of Texas Minimum Jail Standards;
- Knowledge of inmate medical plan requirements;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work under stressful situations;
- Ability to understand and exchange information with supervisors and co-workers when receiving assignments and instructions;
- Ability to provide verbal direction to inmates in regard to health care;
- Ability to follow all medical directions as prescribed by healthcare providers;
- Ability to follow safe work practices including workplace safety policies and procedures;
- Ability to react to emergency situations and make professional assessments pertaining to the nature of the emergency;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves occasional exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement, and inmates.

Full-Time Regular Position**Night Shift 9pm - 5am (Sunday - Thursday)****Salary: \$6,905.37 Monthly****Deadline for Applications: Open Until Filled**

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Personnel Department @ San Patricio County Courthouse, 400 W. Sinton, B-11, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

09/26/2025

Job Title:

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

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

Department: Road and Bridge Pct. #1

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- Commercial Driver's License and **seven (7) years Motor Grader operator experience** – HEO II

ADDITIONAL REQUIREMENTS:

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

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;

- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary HEO I : \$3,077.21 Monthly

Base Salary HEO II: \$3,292.60 Monthly / CDL & Seven (7) Years Motor Grader Operator

Experience Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

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

09/26/2025

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: \$3,292.60 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.

09/26/2025

DISTRICT COURT REPORTER

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

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

IMMEDIATE SUPERVISOR: District Judges

Full Time with benefits

Salary: \$120,821.76

Position Date: January 2, 2026

JOB SUMMARY:

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

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Takes verbatim records of the court;
Maintains accurate court proceedings log/records;
Drives to courthouses in Aransas, Bee, Live Oak, San Patricio and McMullen Counties in personal vehicle;
Captures spoken dialogue with specialized equipment, including stenography machines, audio recording devices and microphones;
Transcribes all court records on appeal or requests in accordance with Uniform Format Manual and appellate guidelines;
E-files all appellate records with the courts of appeal;
Assists with office clerical work as requested by the judge;
Purchases and maintains all equipment and software used in the performance of duties;
Reads or plays back all or a portion of the proceedings upon request from the courts;
Provides copies of Reporter's Records to the courts, counsel and parties involved;
Preserves shorthand notes for future reference per statutory guidelines;
Marks and retains all exhibits introduced in court proceedings and later files with the courts of appeal, district clerks and/or sheriff's departments;
Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public;
Performs other assigned duties.

KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of courtroom procedures and court reporting laws and rules;
Knowledge of the Code of Ethics for Certified Shorthand Reporters;
Knowledge of county ordinances, policies and procedures;
Skill in planning and organizing work;
Skill in written and verbal communication;
Ability to communicate effectively with the public and handle stressful situations;

MINIMUM EDUCATION, EXPERIENCE AND CERTIFICATION

Additional training beyond high school in court reporting required. Minimum six months to one-year experience as a court reporter required. Texas Driver's License required.
Licensed and in good standing as a Certified Shorthand Reporter (CSR) by the Judicial Branch Certification Commission.

ADDITIONAL REQUIREMENTS:

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

Ability to sit and hear for extended periods of time;

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

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

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

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

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

09/26/2025

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: \$2,875.89 Monthly

Deadline for Applications: Open Until Filled

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

09/26/2025

Job Title:	JP Deputy Court Clerk I / 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: Justice of the Peace Pct 6

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 Deputy Clerk I : \$2,738.95 Monthly

Base Salary Deputy Clerk II : \$2,875.89 Monthly

Deadline for Applications: Open Until Filled

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

09/26/2025

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

Department: County Auditor
FLSA Status: Non-Exempt
Base Salary: \$4,174 monthly
Salary: DOE

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree in Accounting or relevant degree;
- Two (2) years of work experience in accounting and/or auditing; governmental accounting experience preferred;
- Relevant certifications such as Certified Public Accountant, Certified Internal Auditor, Certified Information System Auditor, or Certified Government Audit Professional certificates are preferred but not required;
- Valid State of Texas Driver's License is required.

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS, AND ABILITIES:

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

- Ability to learn and understand county ordinances, policies, and procedures;
- Ability to use of small office equipment, including printers, copy machines, and multi-line telephone systems;
- Ability to present information clearly and respond to questions;
- Ability to exercise discretion and maintain confidential information;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position Base

Salary: \$4,174.00 Monthly

Salary: DOE

Deadline for Applications: Open Until Filled

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

09/26/2025

Job Title: Community Based Program Manager / Health Educator - 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: LPHS / RLSS

Pay Grade: 112

FLSA Status: Exempt

JOB SUMMARY

The Community Based Program (CBP) Manager/Health Educator is responsible for managing three (3) grant contracts, which includes applying for grants, creating and monitoring budgets and expenditures, creating and updating job descriptions for all CBP positions, interviewing, hiring and training new staff, and staff time management. Responsible for providing educational programs and outreach events on health and wellness within the county, which includes assessments, planning, developing, implementing, monitoring, and evaluating program activities for all CBP contracts and directly supervising staff of the Community-Based Program.

ESSENTIAL JOB FUNCTIONS:

- Obtains and compiles health-related data for assessments of community- and county-targeted populations' health needs;
- Analyzes needs assessment data and other health statistics to determine training needs for health education for at-risk populations in the community;
- Develops a logical scope and sequence plan for health education programs and formulates appropriate and measurable program goals and objectives;
- Monitors educational programs on health promotion, prevention, and awareness, adjusting objectives and activities as necessary;
- Serves as a program resource and advisor in matters pertaining to health information and data collection and interpretation;
- Initiates collaboration of health education services with agencies, organizations, and individuals with mutual interests for support and assistance in program planning through participation in health-related coalitions and partnerships;
- Develops and implements educational presentations, in-service training, outreach activities, and educational resources to support health and wellness programming for the county;
- Interprets and responds to requests for health information;
- Obtains selective educational resource materials for dissemination to the community using DSHS, CDC, and other public and private sectors as resources;
- Designs and creates health information displays for use in educational programs;
- Fosters communication between health care providers, health/social service agencies, and consumers on health education information by facilitating the San Patricio County School Health Committee and weekly resources newsletters;
- Manages SPCDPH Facebook page and creates news releases and Facebook posts for SPCDPH departments;
- Prepares monthly and quarterly reports for grant sources;
- Provides direct input on all budgets, monitors expenses, and plans monthly expenditures for assigned grants;
- Performs staff evaluations, disciplinary actions, and staff changes;
- Reviews reports, timesheets, leave requests, and travel sheets for Community- Based Program staff;
- Works cooperatively with program managers and all employees to achieve agency program goals and objectives in advancing county public health activities;

- Coordinates quality assurance for CBP office;
- Attends program-related workshops, in-services, and conferences, including required Incident Command System/National Incident Command System training and Public Information Officer training;
- Provides assistance with grant writing proposals or reviews;
- Participates as a team member in focusing on customer needs and in improving program services; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's Degree, preferably in Health Education, Public Health, Community Health Education, Public Health Nursing, or related field or equivalent; Master's degree in the like preferred;
- Five (5) years of related work experience in health education;
- Or equivalent training, education, and/or experience.
- Bilingual in English and Spanish preferred;
- Valid State of Texas Driver's License;
- Public Information Officer Certification (IS-29, G-290 and IS-42);
- PHP National Incident Management System training;
- HIPAA Certification(s);
- CPR/First Aid Certifications;
- Food Handler's Certification; and
- Certified Health Worker Certification (CHW) or CHW Instructor 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.

Knowledge, Skills and Abilities:

- Knowledge of community educational training and interdisciplinary collaboration;
- Knowledge of health education service planning, coordination, and evaluation;
- 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 health education program development and implementation;
- Skill 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 interpret concepts, purposes, and theories of health education;
- Ability to work with a variety of clients, communicate effectively, work in team atmosphere and be able to utilize a variety of effective teaching methods;
- Ability to establish working relationships in establishing collaborative education efforts with schools, churches, civic groups and other entities;
- Ability to work independently with minimal supervision; and

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: \$4,941.31 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.

09/26/2025

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 TJJJD standards;
- Completes all necessary paperwork or duties at the conclusion of each shift;
- Monitors control room board and intercoms to ensure all doors are secure and monitors all staff and juvenile movement throughout the facility as assigned;
- Submits incident reports and restraint usage forms to the Detention Superintendent;
- Attends and facilitates all assigned training sessions, including but not limited to CPR, First Aid, and an approved restraint training provided by the facility;
- Maintains confidentiality of juvenile records;
- Attends all required meetings and workshops to keep abreast of current activities, policies, and procedures;
- Ensures that only authorized personnel are allowed inside the detention facility and monitors that no unauthorized persons, items, or contraband are brought inside the building; and screens all visitors;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Must be 21 years of age;
- Preferred One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- Pass a criminal background and a sex offender database check;
- Food Handler's Certification; and
- CPR and First Aid;
- Juvenile Supervision Officer Certification;

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.
- Submit to a psychological evaluation.
- Must be on-call on a rotation basis.
- Must respond to calls within 15 minutes and report to duty within 30 minutes.
- If sufficient staffing levels are not present to meet staff/resident ratio, will be required to remain on shift for a maximum of 6 hours or come in, early 6 hours to relieve departing shift;
- Must have a reliable telephone number;
- Part-Time employee will be required to work a Minimum of 12 hours once every 6 weeks;
- Maintain certification as a Juvenile Supervision Officer in accordance to TJJJD standards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of principles and techniques of social casework;
- Knowledge of Texas Family Code, Texas Penal Code, Texas Juvenile Probation Standards, and standards for Juvenile Detention Facilities and Juvenile Residential Facilities;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work comfortably with residents;
- Ability to deescalate situations and respond to emergencies according to all applicable departmental policies;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Must be able to lift 45 lbs. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties and perform physical restraints of juveniles.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. Involves exposure to emergency situations in which there is the possibility of danger or physical injury. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement and juvenile justice system officials, and juveniles.

Full-Time Regular Position

Salary: \$3,523.09 Monthly

Deadline for Applications: Open Until Filled

Resumes & references should be submitted to: Detention Superintendent, 107 W. Fifth St. Sinton, Texas 78387 or emailed to jgutierrez@sanpatriciocountytx.gov . Job descriptions & applications may be picked up at the address above. The San Patricio County Juvenile Detention Center is an Equal Opportunity Employer (EOE)

09/26/2025

<p style="text-align: center;">Coastal Bend CSCD/Pretrial Services Department Job Vacancy Announcement</p>
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Job Title: **Pretrial Services Assistant**

Duty Station: **Beeville/Sinton TX**

FLSA Status: Non-Exempt (Hourly Position)

Annual Compensation Range: **Up to \$42,000 and \$1,300 merit pay (annual, one-time);** full benefits (retirement, health, optional life, dental and vision)

Opening Date: 09/05/2025

Closing Date: Until filled

(a) Eligibility. To be eligible for employment for this position:

- (1)** Must have a High School Diploma or equivalent (Prefer Associate's or Bachelor's Degree and ability to speak Spanish);
- (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, serving a criminal sentence or have a criminal offense pending.

Primary Job Requirements/Duties
<ul style="list-style-type: none">• This position requires the employee to meet deadlines, work efficiently, be proactive with all their duties and work in a fast-paced environment independently or in concert with others
<ul style="list-style-type: none">• Manage and oversee Ignition Interlock devices (IID) which includes: verifying installation; input the IID logs; daily review of IID reports for violations/compliance; and enter new cases
<ul style="list-style-type: none">• Manage/supervise a caseload, primarily comprised of bond conditions from the magistrate
<ul style="list-style-type: none">• Prepare/complete weekly pretrial services jail census
<ul style="list-style-type: none">• Process affidavits and appoint attorney representation within three (3) business days
<ul style="list-style-type: none">• Complete Notification of attorney appointments to the client, attorney and jurisdictional court within two (2) business days
<ul style="list-style-type: none">• Complete affidavits for out-of-county arrests and provide to originating county within seven (7) business days and check on the status daily once the affidavit has been forwarded to the originating jurisdiction
<ul style="list-style-type: none">• Complete other duties as needed for the PTS or CSCD department(s)

Applicants must pass a drug test, criminal history/background check and submit a State of Texas Job Application, Resume, and high school diploma and/or 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, **or** 605-B South Hillside Dr., Beeville, TX, 78102. Applications are available online at www.coastalbendcscd.com. We are an Equal Opportunity Employer. This is an AT WILL Position of Employment.

09/26/2025

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

Job Title: 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

09/26/2025