

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.

10/23/2025

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.

10/23/2025

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.

10/23/2025

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.

10/23/2025

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.

10/23/2025

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.

10/23/2025

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

Department: Immunizations

Pay Grade: 105

FLSA Status: Non-Exempt

JOB SUMMARY

The Immunizer / Clerk is responsible for working within the local Health Department Immunization Program and providing vaccine administration, moderately complex identification, outreach, education, data entry, and follow-up for the San Patricio County Department of Public Health immunization Outreach Program.

ESSENTIAL JOB FUNCTIONS:

- Administers vaccines to the general public;
- Completes, compiles, and reports immunization reports both from clinic and provider offices and for departmental reporting;
- Interviews patients, screens for immunizations, completes immunization records for client and the Health Department;
- Inputs patient records into computer systems and makes use of the recall system to ensure completion of immunization series;
- Contacts families to encourage return to the clinic or medical home to complete immunization series;
- Assists outlying SPCDPH clinics;
- Participates in the development of community coalitions to address community issues related to the TVFC program;
- Prepares information to enhance public awareness of the importance of vaccinating children, adolescents, and adults;
- Participates in meetings, workshops, and training sessions regarding TVFC and Immunization Outreach;
- Works cooperatively with Director, program managers, and all employees to achieve agency program goals and objectives;
- Assist in conducting surveillance of vaccine preventable diseases in accordance with DSHS emerging and acute infectious disease guidelines;
- Assists the Immunization Program Manager at outreach clinics and assists in completing assigned immunization audits and monitoring visits with schools, childcare facilities, and Head Start;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License; and
- Certified Medical Assistant;
- BLS Provider (CPR/AED) certified

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 procedures for administering immunizations;
- Knowledge of immunization recommendations and requirements;
- Knowledge of IIMTRAC2;
- Knowledge of laws, rules, and regulations which impact immunizations and IMMTRAC2;
- 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 utilizing all IMMTRAC2 functions;
- 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 administer vaccines to patients of all ages;
- Ability to explain complex information at an appropriate level for individuals and groups;
- Ability to interpret policies and implement procedures;
- 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;
- Ability to administer the Tuberculin Skin Test

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

Base Salary: \$17.75 Hourly

24 hours per week

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.

10/23/2025

Job Title:	Parks Manager
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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: Parks
Pay Grade: 115
FLSA Status: Exempt

JOB SUMMARY

The Parks Supervisor is responsible for developing and implementation of a federally approved marine, coastal, or comprehensive conservation management plan. The Manager will work with the General Land Offices (GLO) to develop public access projects that benefit San Patricio County in the Texas Coastal Management Program (CMP) and with the Coastal Bend Bays and Estuaries program for the Coastal Bend Bays Management Plan. The Parks Manager reports to County Commissioner Pct. #3 as assigned by Commissioners' Court.

This position will also be responsible for developing and managing all San Patricio County Parks; public access, performing maintenance of all County Parks and equipment; supervising Parks employees; providing onsite security and access to the parks; and working with organized groups in utilization of the County Parks such as Boy Scouts, Girl Scouts, Bays & Estuaries Birding Clubs, and Local Colleges environmental programs.

ESSENTIAL JOB FUNCTIONS:

- Attend meetings and collaborate with Federal, State, Regional, and local programs and partners;
- Review and evaluate onshore infrastructure needs due to outer Continental Shelf impacts;
- Identify future funding for projects and department needs;
- Inspects Park properties, buildings, vehicles, and equipment to evaluate physical conditions on a routine basis;
- Establishes and maintains park roads;
- Provides for Park Security with the County Sheriff;
- Performs practices and procedures according to accepted industry standards (e.g., Association of Landscape Contractors of America); installations and applications will be made with technical expertise;
- Ensures all vehicles and equipment are operated both skillfully and safely within Park grounds;
- Ensures Parks are clear of paper, trash, and other debris;
- Mows as required in all parks;
- Inspects lawn areas each visit for indications of pest problems and advises the Parks Director of such problems;
- Prunes to remove dead or diseased branches, reduces foliage density or crossing branches, to improve the beauty of the plant through selective removal of a few branches, or to ensure safety of visitors;
- Edges of tree rings and plant beds, and all buildings, sidewalks, fences, driveways, parking lots, and other surfaced areas bordered by grass will be edged every other mowing during the growing season; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Bachelor's Degree or equivalent experience in parks management and/or planning
- Three (3) years of related work experience in park maintenance and/or heavy equipment operation;
- 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 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 read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals;
- Ability to write routine reports and correspondence.
- Ability to organize and communicate effectively;
- Ability to calculate figures and amounts such as discounts, interest, commissions proportions, percentages, area, circumference, and volume;
- 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: \$6,053.31 Monthly

Deadline for Applications: Open Until Filled

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

10/23/2025

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 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.

10/23/2025

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

Department: District Clerk Office

Pay Grade: 103

FLSA Status: Non-Exempt

JOB SUMMARY

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

ESSENTIAL JOB FUNCTIONS:

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

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

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

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

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

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,738.95 Monthly

Deadline for Applications: Open Until Filled

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

10/23/2025

Job Title:**Juvenile Supervision Officer**

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

Department: Juvenile Detention

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Juvenile Supervision Officer is responsible for assisting with the supervision of detained juveniles and the operation of the detention facility in the absence of the supervisor; directing the activities of detained residents in all areas of programming; and performing admission and screening duties as needed.

ESSENTIAL JOB FUNCTIONS:

- Monitors group dynamics to prevent fighting and escape attempts;
- Mediates disagreements between residents in a constructive manner;
- Supervises residents during chores, mealtimes, showers, recreation, sleeping hours, and free time;
- Attends to resident emotional and physical needs;
- Checks all door locks in units during each shift to ensure proper functioning and reports any dysfunctional locks to supervisor immediately;
- Ensures that only authorized personnel are allowed inside the secure section of facility and screens all visitors;
- Assures residents are secured in their rooms at designated times (i.e., shift changes, bedtime, quiet time, and disciplinary time);
- Maintains a special watch on resident(s) who exhibit self-destructive or suicidal tendencies in accordance with departmental policy;
- Conducts searches of residents as required in accordance with departmental search policy;
- Conducts routine checks of facility and residents as needed;
- Conducts random facility and room searches in accordance with search policy;
- Restrains residents who are out of control, damaging property, and/or presenting a danger to themselves or others. Utilizes non-violent physical methods and mechanical restraints as warranted in accordance with departmental policy. Submits written reports of mechanical restraint usage to shift supervisor within one hour of usage, unless restraints are used for transporting residents;
- Performs general tasks such as laundry, in-school suspension, nursing assistant, unit cleaning, etc.;
- Assists in facilitating the implementation of new programs approved by Detention Superintendent;
- Communicates with and informs Detention Superintendent of any special, serious, unusual, or potential hazardous incidents pertaining to the safety and security of residents, staff, and community to ensure appropriate action is taken when necessary;
- Collaborates with JSO Supervisor to determine if facility schedule is being followed;
- Provides orientation information to new residents upon detention or commitment;
- Assist Detention Superintendent or Supervisors of training, coaching, or mentoring of all staff
- Provides coordination and acts as liaison between facility and probation, social agencies, law enforcement, Courts, area probation departments, the public, etc.;
- Ensures that resident's medical needs are met in accordance with facility policy including distribution of medication;
- Notifies supervisor when a call is received to authorize detention on a juvenile;
- Monitors incoming and outgoing resident mail for inappropriate contacts and/or contraband;
- Communicates with probation officers concerning the welfare of resident's needs;

- Ensures that resident medical needs are met in accordance with facility policy, including distribution of medication;
- Responds to crisis situations in detention unit within a minimal timeframe, and to other situations when requested;
- Monitors logs on a weekly basis for facility, security, and control to ensure accuracy and logs each check in the appropriate log book;
- Supervises assigned residents at all times and maintains observation checks in accordance to TJJJD standards;
- Completes all necessary paperwork or duties at the conclusion of each shift;
- Monitors control room board and intercoms to ensure all doors are secure and monitors all staff and juvenile movement throughout the facility as assigned;
- Submits incident reports and restraint usage forms to the Detention Superintendent;
- Attends and facilitates all assigned training sessions, including but not limited to CPR, First Aid, and an approved restraint training provided by the facility;
- Maintains confidentiality of juvenile records;
- Attends all required meetings and workshops to keep abreast of current activities, policies, and procedures;
- Ensures that only authorized personnel are allowed inside the detention facility and monitors that no unauthorized persons, items, or contraband are brought inside the building; and screens all visitors;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

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

ADDITIONAL REQUIREMENTS:

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

KNOWLEDGE, SKILLS AND ABILITIES:

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

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

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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

Full-Time Regular Position

Salary: \$3,523.09 Monthly

Deadline for Applications: Open Until Filled

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

10/23/2025

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: Juvenile Probation/Juvenile Detention

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 the juvenile probation and juvenile detention buildings.

ESSENTIAL JOB FUNCTIONS:

- Performs preventative maintenance on the juvenile detention and juvenile probation buildings;
- Assists with A/C repair as needed;
- Performs preventative maintenance on probation and detention vehicles;
- Cleans and maintains both the inside and outside of the buildings;
- Maintains the grounds, to include mowing, edging, trimming, and raking;
- Cleans, buffs, and waxes floors;
- Performs minor welding and fabrication duties for the juvenile detention center as needed;
- Paints buildings as needed;
- Assembles furniture and provides related assistance as needed;
- 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

Salary Maintenance Assistant I : \$2,875.89 Monthly

Salary Maintenance Assistant II : \$3,292.60 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@sanpatriciocountytexas.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)

10/23/2025

Coastal Bend CSCD/Pretrial Services Department Job Vacancy Announcement

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
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
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
Manage/supervise a caseload, primarily comprised of bond conditions from the magistrate
Prepare/complete weekly pretrial services jail census
Process affidavits and appoint attorney representation within three (3) business days
Complete Notification of attorney appointments to the client, attorney and jurisdictional court within two (2) business days
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
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.

10/23/2025

**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
• Monitor the functional operation of the CBRISF programs and facilities under the guidance of the Center Director and Senior Residential supervisors.
• 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.
• 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.
• 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