

PERMIAN BASIN CSCD (PECOS COUNTY ADULT PROBATION)

P. O. Box 1706
111 W. Gallagher
Fort Stockton, Texas 79735
432-336-8562
432-336-2932

Crystal A. Galvan., Director
crystal.galvan@co.pecos.tx.us

JOB ANNOUNCEMENT

JOB TITLE: Caseworker/Case Aide

LOCATION: Fort Stockton

QUALIFICATIONS: High School graduate or equivalent. At least two years of clerical or related experience in a criminal justice field preferred.

Applicants must be able to pass a criminal background check.

DUTIES: Maintain an indirect caseload, type violation reports and other court documents, provide testimony as custodian of record, conduct assessments and complete reports, make recommendations to the court, perform "court duty" functions, perform initial case intakes as appropriate, conduct computerized criminal history checks, data input, enforce conditions of community supervision, pre-trial diversion and bond supervision, oversee and monitor community service restitution programs/projects. Conduct urine, breath and saliva collection for drug, alcohol, and DNA testing, conduct home/field/collateral contacts, obtain reports from law enforcement agencies, file and retain copies of court documents, assist department staff, maintain a professional appearance, follow all personnel and departmental policies, plus any additional duties assigned by the Director.

SALARY: Entry level. Benefits included from ERS and TCDRS.

CLOSING DATE: Until filled.

Please request an application from the Pecos County Adult Probation Office at 111 West Gallagher Street Fort Stockton, Texas 79735 or via the above-listed email address and email completed application, current resume, copy of High School Diploma and a sample of technical writing skills, such as a cover letter, to Crystal A. Galvan at the above listed email address.