

118th JUDICIAL DISTRICT JUVENILE PROBATION OFFICE

HOWARD, MARTIN AND GLASSCOCK COUNTIES

HOWARD COUNTY COURTHOUSE

BIG SPRING, TEXAS

79721-2282



BRENDA TUBB
CHIEF JUVENILE PROBATION
OFFICER

POST OFFICE DRAWER
2262 TELEPHONE (432)
264-2240
FAX (432) 264-2250

JOB TITLE: Support Staff (Office Manager/Data Coordinator)

COMPANY: 118th Judicial District Juvenile Probation Department
315 S. Main Street, Suite C
Big Spring, Texas 79720
432-264-2240

STATUS: Full time, subject to on-call rotation, subject to some weekends/nights and flex time due to on-call rotation, benefits included (40 hours a week).

REQUIREMENT: AT LEAST 21 YEARS OF AGE
TEXAS DRIVER LICENSE WITH CLEAR RECORD (NO DWI'S)
NO DISQUALIFYING CRIMINAL HISTORY
HIGH SCHOOL DIPLOMA OR GED
CLERICAL EXPERIENCE

If you are interested in this opportunity, please forward your resume/completed application to brenda.tubb@howardcountytexas.com. Applications can be picked up at 315 S. Main Street, Suite C, Big Spring, Texas 79720.