



155th/506th JUDICIAL DISTRICT COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT
Serving Austin, Fayette and Waller Counties
925 5th Street
Hempstead, Texas 77445
(979) 826-8051 Fax (979) 826-7625

Jo Ann Fishbeck
Director

POSITION ANNOUNCEMENT-155TH/506TH CSCD ADMINISTRATIVE ASSISTANT

JOB TITLE: Administrative Assistant
DEPARTMENT: 155th/506th Judicial District Community Supervision and Corrections Department
LOCATION: Austin County Office, Bellville TX
FSLA STATUS: Non-Exempt
PREPARED DATE: March 17, 2026
CLOSING DATE: Open until filled
SALARY: \$38,000.00

GENERAL INFORMATION: The 155th/506th Judicial District CSCD is a special purpose district serving the Board of Judges comprised of the presiding Judges of two District Courts, two County Courts at Law and one County Court having jurisdiction in Austin, Fayette, and Waller Counties. The Administrative Assistant will assist with any clerical support responsibilities as directed. The position involves latitude for decisions in carrying out administrative phases of the work such as answering correspondence, giving information and instructions to field personnel, and performing routine clerical, semi-technical or sub-professional duties. The Administrative Assistant is expected to exercise tact in receiving visitors, and to demonstrate judgment in assembling and organizing information for the administration.

Applicants must pass a criminal background check and submit to a pre-employment drug screen as a condition of employment.

EDUCATION REQUIREMENT / IDEAL EXPERIENCE, SKILLS, AND ABILITIES:

- High School graduate or equivalent.
- Have a current Texas driver's license or be eligible to obtain a Texas driver's license and obtain one within thirty days of hire.
- Ability to communicate effectively.
- Ability to maintain confidentiality with respect to sensitive information.
- Ability to communicate in Spanish is desirable.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are intended as illustrations of the various type of work that may be performed and are not necessarily all-inclusive. The Administrative Assistant shall:

- Conduct work in accordance with Department Policy and Procedures.
- Entering basic information into computer system, and other data entries.
- Filing and organizing case files.
- Ability to follow directions.
- Any other duties assigned by the Director.

Applicants should submit their resume by email to:

Jo Ann Fishbeck, Director
155th/506th CSCD
925 5th St.
Hempstead, TX 77445
Email: jfishbeck@155cscd.com

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