

Risk Management/Insurance Department
Office: (432) 498-4011
Fax: (432) 498-4097

Payroll/Retirement Department
Office: (432) 498-4026
Fax: (432) 498-4097



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**NON-CERTIFIED OFFICER
ECTOR COUNTY POST SENTENCE MONITORING/PRE-TRIAL SERVICES**

The Ector County Post Sentence Monitoring Pre-Trial & Post Sentence Service Department is in need of an non-certified Officer. The non-certified Officer will be under the direct supervision of the Pre-Trial & Post Sentence Services Director.

PRIMARY DUTIES: The Officer will conduct English and Spanish interviews and intakes for both programs. Will make recommendations to the courts concerning Pre-trial or Post Sentence inquires. Handle administrative duties as prescribed by the Director. Will perform interviews with offenders and their family members and collect information from clients, make recommendations to the Courts, will review files, open and close files and will assist in transporting of offenders to and from jail and placing offenders on monitor. Prepare and maintain reports and will attend meetings and court hearings when necessary. Address violations with clients and Director as needed, to determine appropriate actions. Performs all tasks assigned by the Director.

MINIMUM QUALIFICATIONS: High school diploma/GED. Certified Peace Officer with TCOLE certification, helpful but not necessary. Experienced in data entry; legal experience is preferred and must have at least 0-1 years law enforcement experience. Must be able to speak (Spanish) and must have a valid Texas driver's license with an insurable driving record.

SALARY: TBD plus benefits; workdays & hours: Monday-Friday, 8:00am-5:00pm; occasional after hours and some weekends.

DEADLINE: UNTIL SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN SUBMITTED FOR CONSIDERATION.

Please apply in the Human Resources Department at Ector County Annex Building, 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate based on race, color national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.