



**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

Bonding Agent
ECTOR COUNTY PRE-TRIAL & POST SENTENCE MONITORING SERVICES

The Ector County Pre-Trial & Post Sentence Monitoring Service Department needs a **Bonding Agent**. The Agent will be under the direct supervision of the Pre-Trial & Post Sentence Monitoring Services Director.

PRIMARY DUTIES: The Agent will conduct English and Spanish interviews, intakes and assessments for the Pretrial program. Will make recommendations to the courts concerning Pre-trial or Post Sentence inquiries. Handle administrative duties as prescribed by the Director. Bonding Agent will make recommendations for bonding release. Will perform interviews with offenders and contact family members when offender qualifies for the program. Performs any and all tasks assigned by the Pretrial/Post Sentence Monitor Director. Position location in the Ector County Law enforcement Center (Jail).

MINIMUM QUALIFICATIONS: High school diploma/GED. Experienced in data entry; legal experience is preferred but not required. TLETS certified preferred. Bilingual is a must. Must pass a DPS background check. Must have a valid Texas driver's license with an insurable driving record.

SALARY: \$21.39 p/h plus benefits; workdays & hours: Monday-Friday, 7:00am-4:00pm; occasional after hours and some weekends.

DEADLINE: UNTIL SUFFICIENT AMOUNT 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 on the basis of 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.