

Front Desk Clerk – Hunt County CSCD (Adult Probation Department)

Location: Hunt County, Texas

Position Type: Full-time **Start Date:** May 15, 2025

Work Hours: Monday – Friday, 7:50 AM – 5:00 PM

(Closed for lunch from 12:00 PM – 1:00 PM)

Annual Salary: \$35,000.00

Benefits: Paid holidays, insurance, retirement

The Hunt County CSCD – Adult Probation Department is seeking a dependable, highly organized **Front Desk Clerk** to serve as the first point of contact for clients and visitors. The ideal candidate will be professional, customer-service oriented, and capable of multitasking in a fast-paced environment. Strong communication and clerical skills are essential for success in this role.

Key Responsibilities:

- Greet clients and visitors in a professional and courteous manner
- Collect payments in person and by phone (credit card transactions)
- Prepare daily bank deposits
- Maintain and update client files; prepare intake files
- Answer and direct incoming calls appropriately
- Maintain accurate data entry, including pre-entry of cases from court
- Manage incoming and outgoing email correspondence
- Ensure the front desk and reception area are organized and stocked (logbook, pens, brochures, etc.)
- Follow security protocols and handle confidential information with discretion

Qualifications:

- High school diploma or equivalent
- Previous experience in clerical work or customer service preferred
- Proficient in Microsoft Office, especially Word and Excel
- Strong multitasking and organizational skills
- Excellent verbal communication and interpersonal skills

- Able to work independently with minimal supervision
- Reliable, punctual, and team-oriented
- Ability to remain calm and professional in high-stress situations
- Must be able to pass a criminal background check
- Bilingual (English/Spanish) a plus

If you meet the qualifications and are ready to join a dedicated team serving the Hunt County community, we encourage you to apply.

To Apply:

Please send your resume to: **abenton@huncscd.com**