

Administrative Assistant-Opening

Position: **ADMINISTRATIVE ASSISTANT** for Hunt County Juvenile Probation

Open Date: April 21, 2025 **Close Date:** **Until Filled**

Salary: Starting \$40K full-time with excellent benefits

Education: High School Diploma (copy of diploma must be provided at time of interview)

Requirements:

- pass a urinalysis drug screening prior to employment and for continued employment
- pass a criminal history background check prior to employment and for continued employment
- maintain a working personal vehicle; driving your vehicle is a condition of beginning & continuing employment
- possess a valid Texas driver's license prior to employment and for continued employment
- possess & maintain State of TX minimum auto liability insurance prior to employment
- maintain a working personal phone - *a cell phone is required*
- possess excellent written and verbal communication skills
- computer literate – proficient in computer processing applications (Microsoft, Excel and Word)
- able to organize & prioritize work activities; utilize effective time management; routinely use & maintain a calendar
- initiative is a must; able to work independently; be a self-starter
- must be at least 21 years of age

Required duties: include but are not limited to the following:

This position provides general clerical support to the Chief and probation department. Serves as the primary receptionist for the probation office. Answering phones, greeting the public, assisting office manager in assigned tasks. Provides general clerical support for all staff in the department. Serves as backup to JCMS clerk for data entry. Full job description *provided if* granted an interview.

This position has direct contact with the public. The applicant must possess excellent people and communication skills. This position requires the ability to effectively communicate with the public and handle stressful situations with courtesy and good judgment.

Application Process:

To be considered, you must submit a **resume' & completed employment application** to HR/personnel office on the 2nd floor of the Hunt County courthouse.

HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

DO NOT REMOVE