



# COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

**HUTCHINSON COUNTY  
HEADQUARTERS OFFICE**  
1400 Veta, Room 112  
Borger, Texas 79007-2500  
(806) 273-0108  
FAX (806) 273-0111

**HANSFORD COUNTY  
COURTHOUSE**  
Spearman, Texas 79081  
(806) 659-4155  
FAX (806) 659-4156

**OCHILTREE COUNTY**  
3rd Floor - Courthouse  
511 S. Main  
Perryton, Texas 79070-3154  
(806) 435-8048  
FAX (806) 435-3756

## **JOB POSTING: ADMINISTRATIVE ASSISTANT/BOOKKEEPER**

**LOCATION: Borger, TX**

### **JOB SUMMARY:**

Responsible for receptionist duties, directing probationers to proper office and receiving payments. Also, responsible for all duties associated with the bookkeeping system. Performs secretarial duties as directed by the director/assistant director.

### **QUALIFICATIONS & REQUIREMENTS:**

1. High School Diploma or G.E.D.
2. Business and/or secretarial courses/experience
3. Experience with use of computers and programs, such as;  
Microsoft Word  
Microsoft Excel  
Microsoft Access
4. Experience in Accounting/Bookkeeping
5. Ability to think logically
6. Ability to meet public well
7. Excellent communication skills

### **DUTIES & RESPONSIBILITIES:**

1. Upkeep of the office.
2. Interfaces with the general public, probationers, supervisors, officers and other support staff in a professional manner.
3. Performs general secretarial duties & bookkeeping.
4. Answer telephones.
5. Directing offenders to officers.
6. Receiving and posting payments of Court-ordered fees.
7. Preparing transfer in and out cases/indirect supervision of transfer out cases.
8. Any other duties normally associated with secretarial qualifications.
9. Data entry operations of case and financial information into the computer.
10. Assisting others in their duties, as directed.
11. Multi-County financial disbursements and maintenance.
12. Performs any other duties as assigned by the Director.

**ADDITIONAL REQUIREMENTS:**

Must reside within Hutchinson County. Must be insurable by the CSCD insurance carrier. Must have a valid Texas driver’s license, provide proof of insurance, and have adequate transportation. Must be able to pass a criminal background check, drug screen, credit check, and psychological evaluation.

**ESSENTIAL PHYSICAL DEMANDS:**

Reading and understanding complex documents, both paper and electronic. Ability to effectively communicate both internally and externally. Ability to lift boxes, supplies, case files. Bending, standing, sitting, walking, kneeling, speaking, hearing, significant data entry, driving, ability to manage stress in meeting deadlines and changes, and other physical efforts that may be required to carry out the job. Ability to be trained in and conduct defensive and safety procedures.

**EQUIPMENT:**

Vehicle, telephone, copier, computer, printer, scanner, digital camera, cell phone, calculator, and other job related equipment.

*This job description is not intended to be all-inclusive, and employees will perform other reasonable, assigned and related business duties. The CSCD is an “at-will” employer. This job description does not constitute a written or implied contract of employment.*

**CONTACT INFORMATION:**

Applications can be obtained and submitted, along with a current resume and high school transcript or G.E.D. at:

84<sup>th</sup>/316<sup>th</sup> Judicial Districts CSCD, 1400 Veta, Room 112, Borger, TX 79007

Attention: Jennifer Rhoden, Director, jrhoden@ochiltree.net

Applications without a current resume and high school transcript or G.E.D., and signed consents for background/credit check and signed Job posting, will not be accepted. Resumes and transcripts submitted without a completed application, and above mentioned consent forms, will not be accepted.

\*\*\*\*\*NO Phone Calls Please\*\*\*\*\*

**CLOSING DATE:** \_\_\_\_\_ **or Until Filled**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date