

Hutchinson County Juvenile Probation Department

POSITION OPEN
Full-Time
Office Administrative Support Staff

Position to be filled: Office Administrative Support Staff

6 Month Probation Period

Duties include:

1. Filing and maintaining records.
2. Data entry.
3. Prepare court related documents.
4. Receive and record fees.
5. Answer phone and wait on public.
6. Prepare and type letters as well as assisting other support staff as needed.
7. Assist Officers with other various duties.

Skills required:

Computer literate and have legible handwriting – **a must.**

Ability to operate all office machines - computer, copier, adding machine, fax, scanner etc.

Bookkeeping and general clerical skills.

Communicate effectively both orally and in writing.

Ability to treat all information available to you with **utmost** confidentiality.

Proof reading and accuracy of all work – **a must.**

Willing to be trained in other areas of the Department.

Other requirements:

Applicant must have a minimum of high school diploma or its equivalency.

Applicant must possess a valid Social Security Card.

Applicant must possess a valid Texas Driver's License.

MUST HAVE A STRONG WORK ETHIC AND THE ABILITY TO WORK WELL WITH OTHERS.

Applications can be obtained and returned to Hutchinson County Treasurer's Office.

Telephone: 806-878-4010

500 Main St., Room 204, Courthouse – Stinnett, TX 79083

Closing Date: May 19, 2022 @ 6:00 P.M.

HUTCHINSON COUNTY JUVENILE PROBATION
1400 Veta Suite 200
Borger, TX 79007
Office 806-273-0105 Fax 806-273-0107

AUTHORITY FOR RELEASE OF INFORMATION

Last Name: _____ First Name: _____ Middle Name: _____
Place of Birth: _____ State: _____ County: _____
Date of Birth: _____ Sex: _____ Race: _____ SS#: _____

I, _____ do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself; by and to ANY duly authorized agent of the Hutchinson County Juvenile Probation office, whether the said records are of public, private or confidential nature. I authorize the Hutchinson County Juvenile Probation office to act as my agent in obtaining any personnel information maintained by your organization.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institution; records of the Social Security Administration; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements filed by or against me, and salary records; real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest, trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, where ever located, and to include the records and recollections of attorneys at law, or of other counsel, whether presenting me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigation that may provide pertinent data for the Hutchinson County Juvenile Probation office to consider in determining my suitability for employment by that department. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the source of information specifically identified herein.

I understand that any information obtained by a personal history background investigation that is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Hutchinson County Juvenile Probation office. I understand that all materials pertaining to this background investigation become property of the Hutchinson County Juvenile Probation office and will not be returned to me.

A photocopy of this release form will be valid as an original hereof; even though the said photocopy does not contain an original writing of my signature.

Signature Street Address City State Zip

MUST BE SIGNED IN THE PRESENCE OF A NOTARY

Subscribed and sworn before me this _____ day of _____ 20_____

My commission expires: _____

Notary: _____

Notary Seal