

SAN PATRICIO COUNTY EMPLOYMENT

JAILER

SHERIFF / JAIL

- *Full Time Regular Position
- *Valid Texas Driver's License
- *High School Diploma or GED
- *Shift work- 4/12 rotating
- *Experience preferred
- *Must be able to read, write and communicate effectively in English
- ***Base Salary: \$3,590.19 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Applications: Open Until Filled**

DEPUTY

SHERIFF'S DEPARTMENT

- *Full Time Regular Position
- *TCOLE certification required
- *High School Diploma or GED required
- *Valid Texas Driver's License required
- ***Base Salary: \$3,841.51 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Application: Open Until Filled**

DISPATCHER

SHERIFF'S DEPARTMENT

- *Full Time Regular Position
- *Computer literate and type 60 wpm
- *Experience preferred
- *Rotating shift position
- *High School Diploma or GED
- *Valid Texas Driver's License
- ***Base Salary: \$3,355.33 Monthly**
- ***Salary: Based on Experience**
- ***Deadline for Applications: Open Until Filled**

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Heavy Equipment Operator I / II – Mathis (Finish Motor Grader Operator)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #3

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- **Commercial Driver's License AND seven (7) years Motor Grader or Finish Grader operator experience – HEO II**

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.
- Continue education training each year on all types of work, i.e. crewman work, mechanic work, etc.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat, crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO I : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 Monthly / CDL & Seven (7) Years Motor Grader or Finish Grater Operator Experience Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title: Crewman - Mathis

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct #3

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

The Crewman is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Class C Commercial Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;

- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary: \$2,738.94 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Heavy Equipment Operator I / II – Sinton (Finish Motor Grader Operator)

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #1

Pay Grade: 105 / 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid Texas Driver's License – HEO I
- Commercial Driver's License and **seven (7) years Motor Grader operator experience** – HEO II

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;

- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;
- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO I : \$2,930.67 Monthly

Base Salary HEO II: \$3,135.81 Monthly / CDL & Seven (7) Years Motor Grader Operator

Experience Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Human Resources Coordinator - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Human Resources

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

The Human Resources Coordinator is responsible for assisting with New Employee Orientation; preparing and maintaining employee records; assist with payroll processing and provides administrative support to all employees and providing support to Director via secretarial and assistant duties.

ESSENTIAL JOB FUNCTIONS:

- Receives and directs telephone calls and records messages;
- Communicates with the general public, employees, and supervisors/elected officials;
- Performs customer service functions by answering employee requests and questions;
- Assist with processing of applications by submitting the applications to the responsible department;
- Schedules drug screening and physicals for potential new hires;
- Prepares New Hire folders for orientation and assist with orientation of new employees;
- Processes new hire paperwork and enters information into INCODE;
- Completes I-9 forms, verifies I-9 documentation and maintains I-9 files;
- Processes required documentation of resignations and terminations through payroll to ensure accurate record keeping and proper deductions;
- Processes employee paperwork (direct deposits, W4, change of address, etc.);
- Maintains, monitors, and/or processes personnel records and reports;
- Processes purchase orders and/or check requests for payment (events, supplies, insurance refunds, etc.);
- Prepares announcements for training sessions and coordinates room reservations, equipment, and participant enrollment;
- Manages the daily operations of posting mail, funding purchase of postage/supplies, and general maintenance of postage machine; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Bachelor's degree or equivalent;
- Four (4) years of related work experience;
- Or equivalent training, education, and/or experience in general office and human resource procedures;
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described in the personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of general principles and practices of Human Resources;
- Knowledge of employee benefits;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read and comprehend a broad scope of policy and procedures;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,590.19 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Heavy Equipment Operator II – Aransas Pass

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Road and Bridge Pct. #4

Pay Grade: 106

FLSA Status: Non-Exempt

JOB SUMMARY

The Heavy Equipment Operator is responsible for maintaining County roads, bridges, and drainage systems and repairing and maintaining pertinent equipment.

ESSENTIAL JOB FUNCTIONS:

- Operates equipment such as trucks, backhoes, motor graders, and front-end loaders;
- Hauls materials for repairs;
- Cleans and maintains ditches and roads;
- Hauls and disposes of debris;
- Repairs bridges as needed;
- Installs and cleans culvert pipes;
- Mows, weed-eats, etc. ditches and related areas on County roads;
- Services and maintains equipment;
- Erects, removes, and maintains road signs as necessary; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related work experience in heavy equipment operation and/or construction;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Class A Commercial Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of pertinent equipment and tool safety rules;
- Knowledge of basic mechanical operations;
- Knowledge of county ordinances, policies, and procedures;
- Skill in operation of heavy road equipment and repair tools;
- Skill in basic mechanical repair and construction;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Ability to follow orders and initiate performance;

- Ability to read and understand work orders, timesheets, projections, safety data sheets, road signs, maps, and equipment maintenance manuals;
- Ability to calculate numbers in order to determine quantity and cost of materials needed for jobs;
- Ability to write memos, work orders, and work logs;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires a higher demand for physical effort, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Tasks may require the ability to sit, kneel, crouch, squat crawl, bend, twist, climb, lift, hear, and talk while performing duties.

WORK ENVIRONMENT:

Work environment involves regular exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens.

Full-Time Regular Position

Base Salary HEO II: \$3,135.81 Monthly / CDL Requirement

Salary: Based on Experience

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Jail Nurse - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Sheriff

Pay Grade: 112

FLSA Status: Non-Exempt

JOB SUMMARY

The Jail Nurse is responsible for performing medical screening for intake of inmates, assessing health care needs of inmates; dispensing medication as prescribed and needed; coordinating with jail staff for scheduling of appointments for inmate with healthcare providers. Also responsible for performing medical tests within scope of license, maintaining accurate medical charts and related paperwork, and remaining on-call in response to medical emergencies at the jail.

ESSENTIAL JOB FUNCTIONS:

- Oversees the provision of health care measures to inmates in need of medical services by using effective nursing skills and judgement in both routine and emergency situations;
- Administers treatment as guided by physician protocol and standard of care for nursing;
- Plans, directs, and coordinates the medical care of all inmates while incarcerated;
- Schedules and prepares inmates for doctor appointments and treatments;
- Assesses injuries that need medical clearance from the hospital;
- Triage inmates for doctor/hospital transport;
- Delegates activities directly involved with patient care to other jail staff;
- Adheres to required infection control, isolation procedures, and aseptic techniques in the delivery of inmate patient care;
- Complies with HIPPA and other state, federal, and local laws and regulations;
- Establishes and maintains inmate medical charts and medical records and maintains confidentiality of all medical records;
- Assesses all medical requests from inmates, determines their validity, and upon consultation with physician, schedules appropriate medical tests and appointments;
- Oversees inventory and maintains and orders all medications for inmates;
- Prepares daily medication to be dispensed to inmates. Performs inventory and dispenses or supervises the dispensing of medication to inmates;
- Conducts TB testing and screening on inmates;
- Screens inmates for mental health treatment and referral to services to outside medical providers;
- Updates forms concerning all current inmates and inmates transferring to another facility; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- LVN or equivalent;
- Five (5) years of related work experience in health care;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License;
- NCLEX Certification;
- First Aid/CPR/AED Certifications; and
- Registered or Vocational Nurse License in the State of Texas.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and ability to recognize and professionally respond to adverse drug reactions to medicine;
- Knowledge of Texas Minimum Jail Standards;
- Knowledge of inmate medical plan requirements;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to work under stressful situations;
- Ability to understand and exchange information with supervisors and co-workers when receiving assignments and instructions;
- Ability to provide verbal direction to inmates in regard to health care;
- Ability to follow all medical directions as prescribed by healthcare providers;
- Ability to follow safe work practices including workplace safety policies and procedures;
- Ability to react to emergency situations and make professional assessments pertaining to the nature of the emergency;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves occasional exposure to outdoor weather conditions for prolonged periods. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, temperature and noise extremes, bright/dim light, toxic agents, disease, pathogenic substances, animal/wildlife attacks, animal/human bites, or rude/hostile citizens. The employee has frequent contact with other employees both within and outside of the assigned facility, law enforcement, and inmates.

Full-Time Regular Position

Salary: \$6,576.54 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Personnel Department @ San Patricio County Courthouse, 400 W. Sinton, B-11, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

Deputy District Clerk I / II / III - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: District Clerk Office

Pay Grade: 103 / 104 / 105

FLSA Status: Non-Exempt

JOB SUMMARY

The San Patricio County District Clerk's office performs the duties assigned by the Texas Constitution as registrar, recorder, and custodian of all court pleadings, instruments, and papers that are part of any legal cause of action in the District Courts. Serving as the custodian for all records of the District Courts, the District Clerk's office also indexes and secures records so that they are appropriately accessible to the public, collects filing fees and court costs, and maintains the registry of the court. The District Clerk's office is responsible for the transmission of orders of the court to the authorities responsible for their execution, including issuance of subpoenas, citations, warrants, and summons. The San Patricio County District Clerk's Office also serves as the clerk of court during hearings and court proceedings, manages all aspects of juror summons and selection, and provides customer service for all child custody cases heard in the county.

ESSENTIAL JOB FUNCTIONS:

- Serves as deputy custodian of the official record of the district court;
- Does not oversee or supervise
- Issuance of citations, summons, warrants, writs, abstracts of judgement, and/or other documents in accordance with state law and departmental rules and regulations as needed;
- Ensures proper filing and digitizing of court records;
- Performs ministerial duties including signing documents, using the seal of the office, and file stamping documents;
- Assists the public in person and over the telephone with filings, payments, record searches, and/or other information as needed;
- Interacts with the general public in person, over the telephone, or through correspondence (written or digital);
- Regular communication with judges, attorneys, law enforcement, and other court personnel;
- Cross-train in functional areas of other Deputy District Clerks;
- **Performs other assigned duties, including but not limited to:**

II:

Prepares and issues certified copies of various documents or records as requested

Responsible for providing customer service for all child support cases

Maintains orders to withdraw funds for felony court costs

Receives payments, issues receipts, and posts funds for fines, court cost, bond forfeitures, attorney's fees, depositions, etc.

Enters data and maintains records of pleadings

Provide clerical assistance on criminal docket calls and prepares the criminal dockets

Receives and files indictments from the Grand Jury, prepares each as a criminal case, and enters relevant information into case management system for each case

Provide clerical assistance to any court on both civil and criminal matters

Files and digitizes hard copies of criminal cases and related case documents

Prepare or update Bills of Cost in criminal cases

Prepare and submit monthly case tracking reports to the state (CJIS)

Prepares appeals and supplemental appeals in a timely manner, prescribed by law, including preparing transcripts, bills of cost, and notifying all parties involved upon receipt of the decision from the Court of

Appeals

Prepares cases for transfer to other counties and prepares corresponding bills of cost

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED;
- **Deputy District Clerk I & II:** One (1) year of clerical experience **preferred**;
- **Deputy District Clerk III:** Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Exceptional computer, clerical and communication skills
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in customer service;
- Skill in planning using attention to detail and having organizational skills when it comes to organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public, team player and have a positive attitude.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,608.52 Monthly

Base Salary Deputy Clerk II : \$2,738.94 Monthly

Base Salary Deputy Clerk III : \$2,930.67 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:

County Attorney – Clerk III - Sinton

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Attorney

Pay Grade: 105

FLSA Status: Non-Exempt

JOB SUMMARY

The County Attorney Clerk is responsible for performing a variety of secretarial and administrative tasks in support of the County Attorney.

ESSENTIAL JOB FUNCTIONS:

- Answers phones and directs calls to the appropriate party.
- Attends to office visitors and answers any inquiries as appropriate.
- Replies to discovery requests.
- Maintains filing of CR-43 and Bonds for criminal cases prior to the cases being delivered to the office.
- Receives all documents delivered to the County Attorney office and maintains a log of such deliveries.
- Assists other support staff in filing, copying, and other clerical duties.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office
- Performs other duties as assigned by the County Attorney.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Three (3) years of related work experience.
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.
- Notary Public certification

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described in the personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Knowledge of Odyssey as a case management system
- Skill in planning and organizing work;
- Skill in interpersonal relations;

- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$2,930.67 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:**Senior Internal Auditor - Sinton**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Auditor

FLSA Status: Non-Exempt

JOB SUMMARY

The Senior Internal Auditor is responsible for assisting the County Auditor in performing internal auditing functions; conducting various county department audits; maintaining auditing records.

ESSENTIAL JOB FUNCTIONS:

- Examines department records and verifies journal and ledger entries;
- Evaluates department internal controls and risk management processes;
- Analyzes data obtained for evidence of internal control deficiencies;
- Prepares and performs audit work programs; prepares findings and recommendations reports;
- Communicates and makes recommendations to department heads as needed;
- Conducts periodic physical counts of inventory;
- Prepares and maintains auditing correspondence and records;
- Cross-train for other duties such as payroll auditing; reviewing purchase orders and check requests; monitoring budget balances and the payment of bills; maintaining fixed asset records; recording acquisitions, sales, and transfers of fixed assets; preparing various reports regarding workers' compensation, insurance, district, county, and justice of the peace's court costs; etc.; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's Degree in Accounting or relevant degree;
- Five (5) years of related work experience in auditing;
- Relevant certifications such as Certified Internal Auditor, Certified Information System Auditor, or Certified Government Audit Professional certificates are preferred but not required;
- Valid State of Texas Driver's License is required.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of governmental accounting principles and procedures;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of accounting and auditing standards;
- Knowledge of modern office practices and procedures;
- Exceptional skill in using Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in reading, analyzing, and interpreting financial records;
- Skill in planning and organizing work;
- Skill in the use of small office equipment, including printers, copy machines, and multi-line telephone systems;
- Ability to solve problems and analyze financial data;
- Ability to communicate effectively with people in stressful situations;

- Ability to present information clearly and respond to questions;
- Ability to exercise discretion and maintain confidential information;
- Ability to read and understand accounting, manuals, written contracts, business correspondence, and law reference materials;
- Ability to write audit reports, audit programs, questionnaires, and business correspondence;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$5,140.42 Monthly

Salary: DOE

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title: Part-Time Document Scanner - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Auditor
FLSA Status: Non-Exempt / Part-time Temporary

JOB SUMMARY

The primary responsibility of this role is to efficiently scan paper documents and organize them in digital format for easy retrieval.

ESSENTIAL JOB FUNCTIONS:

- Scan paper documents using designated scanning equipment and software.
- Ensure the accurate and high-quality digitization of documents.
- Organize and categorize scanned documents for easy access and retrieval.
- Maintain a systematic filing system on the server for all digitized documents.
- Collaborate with team members to ensure seamless document flow and organization.
- Handle confidential information with the utmost discretion and confidentiality.
- Assist in maintaining and troubleshooting scanning equipment as needed.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Previous experience with document scanning or similar administrative roles is a plus
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS and ABILITIES:

- Previous experience with document scanning or similar administrative roles is a plus.
- Familiarity with scanning equipment and software.
- Attention to detail and accuracy in document processing.
- Strong organizational skills and ability to prioritize tasks.
- Ability to work independently and as part of a team.
- Confidentiality and integrity in handling sensitive information.
- Excellent communication skills.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

SCHEDULE AND DURATION:

- Part-time position with flexible hours.
- Temporary assignment for the duration of the document scanning project.

Part-time Temporary Position (6 Months)

Salary: DOE

Salary range: \$13.65 - \$15.42 hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:	Clerk, McCampbell-Porter Airport – Aransas Pass
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Airport
Pay Grade: 103
FLSA Status: Non-Exempt

JOB SUMMARY

The Clerk is responsible for providing support to employees, assisting in daily office needs, greeting and assisting the general public.

ESSENTIAL JOB FUNCTIONS:

- Process Purchase orders
- Process Invoices
- Clerical duties
- Process Credit Cards for Point of Sales
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- One (1) year of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations; establish and maintain effective working relationships with fellow employees and the general public;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Part-time Regular Position

Salary: \$15.05 hourly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:**Office Coordinator for County Engineer - Sinton**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Engineer

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

The County Engineer Office Coordinator handles daily duties of the department: telephones, maintaining general, map and project files, typing correspondence, making travel arrangements for trainings, ordering of office supplies and equipment including preparing purchase orders and/or check requests, scheduling appointments and coordinating meetings. This position reports to the County Engineer.

ESSENTIAL JOB FUNCTIONS:

- Provides administrative support to the County Engineer.
- Answer phones and greet walk-in customers and/or County employees.
- Handles incoming/outgoing department mail.
- Prepares items and submits for Commissioners Court agenda (including attachments).
- Maintains department calendar, schedules appointments and coordinates meetings as requested and/or required.
- Maintains and orders office supplies.
- Prepares, tracks, and documents all departmental expenditures and procurement in accordance with San Patricio County and Local Government Code of Texas Purchasing Policies and Procedures (including requesting quotes, preparing purchase orders and/or check requests as required for purchases).
- Maintains and organizes all departmental files including general files, maps, County Road and Project files.
- Makes travel arrangements for trainings (ie booking hotels, requesting per diem, handling registrations and payment).
- May assist County Engineer in annual budget.
- Works on special projects and/or other duties as assigned by County Engineer.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

Knowledge, Skills and Abilities:

- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations; establish and maintain effective working relationships with fellow employees and the general public;

- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,590.19 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:	Health Education Aide - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: TXSPAN, HEALTH DISPARITIES, SNAP-ED, and/or LPHS

Pay Grade: 104

FLSA Status: Non-Exempt

JOB SUMMARY

The Health Education Aide is responsible for providing program and clerical support to the Health Educator. Assists with meeting program strategies, developing, planning, conducting, and documenting health education, nutrition, focus groups, surveys, health presentation, health fairs, and/or exercise activities; and completing other aspects of work plans, evaluation plans, and project reports to DSHS.

ESSENTIAL JOB FUNCTIONS:

- Acts as team support on project activities;
- Obtains required training and certification to help lead project activities;
- Schedules and submits monthly calendar to Program Manager;
- Maintains offices and storage areas in proper order;
- Answers telephone calls, returns phone calls, and takes messages for office;
- Conducts telephone, email, fax and mail communication with clinic and/or community partners, program referrals and participants, and the general public;
- Performs inventory, organizes and replenishes brochures, posters, handouts, incentive items, forms, and office supplies for department as needed;
- Packages information, displays, incentives, and supplies for health education programs, outreach events, and meetings;
- Files copies of health education and outreach program documentation electronically and in program files;
- Gathers, packs, sets up, breaks down, reorganizes, and stores displays and materials for programs, outreach events, and meetings;
- Represents the county at community health education and outreach events;
- Creates meeting packets for committee meetings and records and types minutes;
- Attends meetings with, or in absence of, Health Educator;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent;
- Two (2) years of related experience in a general office/clerical work and/or in a health environment;
- Or equivalent training, education, and/or experience;
- Bilingual in English and Spanish preferred;
- Valid State of Texas Driver's License; Proof of current vehicle insurance coverage;
- PHP National Incident Management System training;
- HIPAA Certification(s);
- CPR/First Aid Certifications;
- Food Handler's Certification; and
- Certified Health Worker Certification preferred or obtained within first six months of employment.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of general clerical skills, such as filing and composing professional letters and emails;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to verbally present health information clearly and accurately from scripted curriculum and other education material;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the public.

PHYSICAL DEMANDS:

Must be able to lift 20 lbs. and pull 50 lbs. using a wagon.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving. At times, the work environment may be outside and overhead coverage may or may not be available.

Full-Time Regular Position

Base Salary: \$2,738.94 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytx.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:**Deputy Clerk I / II Auto – Aransas Pass**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: Auto Department

Pay Grade: 103 / 104

FLSA Status: Non-Exempt

JOB SUMMARY

Works front counter operations in the Auto / Tax office by assisting the general public and business enterprise primarily with motor vehicle transactions and may assist taxpayers in processing tax.

ESSENTIAL JOB FUNCTIONS:

- Regular attendance is required;
- Performs customer service duties by waiting on customers at front counter, such as titling and registering assembled, rebuilt, homemade and out of state vehicles, trailers and boat trailers.
- Adding Liens to an existing title;
- Prepares and processes vehicle titles for dealers (walk-ins) at counter;
- Prepares and processes vehicle title for dealers by WebDealer (internet);
- Remains aware of the laws and changes in laws, procedures and requirements regarding auto titles, registrations and trailers;
- Informs public, car dealers and lending institutions by phone, fax or in person on changes in laws, forms and fees;
- Checks for current proof of insurance and verifies by phone or fax as necessary;
- Sells vehicle registrations, permits and disabled placards to customers at the counter, through the mail and over the internet;
- Compiles and distributes permit forms and packets including such topics as lost titles, homemade trailers, dealer's license
- Answers customer questions about titling and registration of vehicles, trailers in person, over the phone and via internet inquires;
- Directs customers to appropriate county, state or federal offices to assist them in completing their business with governmental offices;
- Completes daily transactions and places documentation in proper files;
- Responsible for all cash and checks in cash drawer that are taken in during the day;
- Reports and cash drawer must balance at the end of the day and the start cash must be accounted for in an efficient manner;
- Acquire sufficient knowledge of the Texas Department of Motor Vehicles, Texas Comptroller of Public Accounts and office policy, laws and procedures to be able to efficiently relay information to the customer and conduct the required registration and titling functions of the position;
- Acquire knowledge of where statute is located in various resource books and manuals located in the office and on-line;
- Close out tax collection drawer when work is complete, run daily report to turn over to Accountant for balancing of daily work;
- Run daily reports for balancing of all motor vehicle transactions from all offices;
- Verify totals to be distributed to TxDMV and San Patricio County;
- Check Titles for accuracy prior to mailing to TxDMV for processing;
- Submit payments to TxDMV for funds collected through daily transactions;
- Submit reports to the Accountant for distribution of funds to San Patricio County, Texas State;
- Comptroller for Sales Tax collection and to TxDMV;

- Receives emails from the Corpus Christi Regional Office for refunds to Taxpayers;
- Submits proper documentation to the Accountant for check processing of the refunds;
- Process all corrections from NMVTJS and rejection of titles by the TxDMV, resubmitting the changes thru the RTS system and/or contacting taxpayer for additional documentation;
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or GED;
- One (1) to (4) four years in an office environment or related field;
- Or equivalent training, education, and/or experience;
- Cashier experience **Preferred**
- Valid State of Texas Driver's License
- Title Fraud Training through TxDMV within 1 year of hire date

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and acknowledge Fraud, Waste and Abuse policy
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and procedures of cash handling;
- Knowledge of modern office practices and procedures;
- Skill in customer service;
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to make accurate change and handle large quantities of cash;
- Ability to read and comprehend complex instructions, correspondence, and memos;
- Ability to write detailed correspondence;
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the tax / auto office;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to organize and communicate effectively;
- Ability to deal with problems involving several concrete variables in standardized situations;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non- essential functions.

Physical requirements include the ability to lift/carry up to 15 pounds, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer and office equipment; subject to standing, sitting, walking, climbing, crawling, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, and squatting to perform essential functions.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions.

This job takes place in a large fast-paced office. The noise level in the work environment is usually moderate and can be high during busy hours of the day.

Full-Time Regular Position

Base Salary Deputy Clerk I : \$2,608.52 Monthly

Base Salary Deputy Clerk II : \$2,738.94 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:	Legal Secretary - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: District Attorney

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Legal Secretary is responsible for coordinating incoming paperwork; compiling, processing, and maintaining criminal information and files; receiving, directing, and answering inquiries, and monitoring compliance with grant conditions and reporting.

ESSENTIAL JOB FUNCTIONS:

- Compiles, copies, maintains, and monitors criminal and civil case files;
- Answers and directs telephone calls and inquires;
- Assists in answering caller questions and records messages;
- Manages evidence, including, but not limited to, photographs, video, and audio tapes in the custody of the District Attorney's office;
- Communicates with agents in the field as needed;
- Maintains case files and records relevant data in the case management system;
- Records court settings in computer;
- Prepares dismissals and records dispositions in the database;
- Prepares and submits quarterly reports, quarterly taxes online for salary supplement, and W2s and W3s;
- Prepares and manages forfeiture and seizure cases and makes deposits for said cases;
- Prepares and disburses salary supplement to office employees;
- Edits and types offense reports submitted by narcotics agents and generates support documentation;
- Types indictments, F-1 papers, and letters;
- Prepares and files forfeiture petitions, monitors petitions served, and updates files as needed;
- Prepares check requests for accounts payable;
- Manages funds disbursed to agents and monitors money in multi-funds;
- Manages law library;
- Schedules and prepares orders for mental examinations;
- Notifies defense attorneys of clients' mental examinations;
- Notifies Jail for transportation of inmates in custody for mental evaluations;
- Prepares and mails out juror letters;
- Maintains court calendar for prosecuting attorney;
- Prepares budget and supporting documentation for grant applications; and
- Performs other assigned duties.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the law, legal system, and grant application procedures;
- Knowledge of county ordinances, policies, and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to read the penal code, legal documents, government forms, and grant compliance requirements;
- Ability to calculate figures in order to figure restitution amounts;
- Ability to write and edit offense reports and correspondence;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision; and
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

Application is mandatory for consideration. Application must be obtained from and returned to the San Patricio County Human Resources Department @ 1301 E. Sinton St., Ste. C, Sinton, TX 78387. Completed applications can be emailed to: jobs@sanpatriciocountytexas.gov, phone: 361-364-9331 or application can be printed from County website: <http://co.san-patricio.tx.us> EOE.

04/08/2024

Job Title:	Legal Secretary I - Sinton
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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Department: County Attorney

Pay Grade: 107

FLSA Status: Non-Exempt

JOB SUMMARY

The Legal Secretary is responsible for coordinating incoming paperwork; compiling, processing, and maintaining criminal information and files; receiving, directing, and answering inquiries, and monitoring compliance with grant conditions and reporting.

ESSENTIAL JOB FUNCTIONS:

- Compiles, copies, maintains, and monitors criminal and civil case files
- Manages evidence, including, but not limited to, photographs, video and audio tapes in the custody of the County Attorney's office;
- Maintains case files and records relevant data in the case management system.
- Responsible for the intake of offense reports not sent through Evidence.com.
- Prepares Motions to Revoke Probation and e-files such documents.
- Prepares check requests for accounts payable.
- Prepares documents necessary for Bond Forfeiture cases.
- Supports, cross-trains, and assists other support staff, as needed.
- Keeps management informed of ongoing activity and critical matters affecting the operation and well-being of the office
- Maintains court calendar for Justice of the Peace court cases for prosecuting attorney.
- Enters, updates and retrieves information using multiple systems and databases.
- Performs other duties as assigned by the County Attorney.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- Associate's degree or equivalent;
- Three (3) years of related work experience;
- Or equivalent training, education, and/or experience.
- Valid State of Texas Driver's License.

ADDITIONAL REQUIREMENTS:

- Must submit to and pass a pre-employment drug test and physical standard exam as described personnel handbook; and
- Must provide reliable transportation when a county vehicle is not available to perform job duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the law, legal system;
- Knowledge of county policies and procedures;
- Knowledge of modern office practices and procedures;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, and other similar or job-related programs);
- Knowledge of Odyssey as a case management system;

- Skill in planning and organizing work;
- Skill in interpersonal relations;
- Skill in verbal and written communication;
- Skill in the use of small office equipment, including copy machines or multi-line telephone systems;
- Skill in using computers for data entry, word processing, and/or accounting purposes;
- Ability to organize and communicate effectively;
- Ability to work independently with minimal supervision;
- Ability to establish and maintain effective working relationships and communicate effectively with other employees and the general public.

PHYSICAL DEMANDS:

Work requires no unusual demand for physical effort.

WORK ENVIRONMENT:

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as office or meeting and training rooms, e.g., use of safe workplace practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations, and traffic signals when driving.

Full-Time Regular Position

Base Salary: \$3,355.32 Monthly

Deadline for Applications: Open Until Filled

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04/08/2024

JUVENILE PROBATION

Licensed Professional Counselor or LPC Associate

The 36th Judicial District Juvenile Probation Department, located in Sinton, Texas, is accepting applications for a **Probation Counselor** to provide individual and family counseling to youth on probation.

MINIMUM QUALIFICATIONS

Master's Degree from an accredited college or university with a major in counseling, social work, psychology, or a related field. Current Licensure in Texas to provide counseling services (LPC or LPC intern/associate). Be within 18 months of completing internship to be fully licensed. Experience and training in Cognitive Behavioral Therapy, co-occurring disorders, trauma-informed services, and post-traumatic stress disorders is preferred. One year experience working with at risk youth preferred. Ability to complete documentation needed to satisfy licensing and program requirements. Must have a valid Driver License, good driving record, and reliable transportation. Bilingual in English and Spanish preferred.

Beginning salary is \$3,917 - \$6,250 monthly depending on experience and licensure. Applicants must submit a resume to the Director of Juvenile Services, P.O. Box 1122, Sinton, Texas 78387, or email resume to cfranco@sanpatriciocountytx.gov

Position is OPEN UNTIL FILLED. Job Descriptions are available upon request.

Qualified Mental Health Professional

The 36th Judicial District Juvenile Probation Department, located in Sinton, Texas, is accepting applications for a **Qualified Mental Health Professional** to be responsible for delivery of case management, skills training, crisis prevention/intervention, coordination of youth's needs, and collaboration within the juvenile system in order to help the youth maintain stability in their community.

MINIMUM QUALIFICATIONS

To be eligible for employment as a Qualified Mental Health Professional, a person must: 1) pass a criminal background check; 2) complete a pre-employment psychological evaluation; 3) have a Masters Degree in Social Work, Counseling, or Psychology; 4) At least two years prior experience in working in the behavioral health field 5) One (1) year of experience working with juvenile and their families (preferred); 6) Bilingual- Spanish (preferred).

Beginning salary is \$3,166.67 - \$4583.33 monthly depending on experience. Applicants must submit a resume to the Director of Juvenile Services, P.O. Box 1122, Sinton, Texas 78387, or email resume to cfranco@sanpatriciocountytx.gov

Position is OPEN UNTIL FILLED. Job Descriptions are available upon request.

04/08/2024

Juvenile Probation Officer

The 36th Judicial District Juvenile Probation Department is accepting applications for a **Juvenile Probation Officer**. The position may be anywhere in the five-county district. Applicants must have a Bachelor's degree from an accredited university in Criminal Justice or a closely related field. . Salary range is \$3,666.66 per month or based experience

Resumes should be emailed to the Director of Juvenile Services, cfranco@sanpatriciocountytx.gov by 5:00 p.m., April 1, 2024. Job description is available upon request.



COASTAL BEND
 COMMUNITY SUPERVISION AND CORRECTIONS DEPT.
 404 WEST MARKET ST.
 SINTON, TEXAS 78387
 361-364-4243
 Fax 361-364-5642

COUNTIES:
 Aransas
 Bee
 Live Oak
 McMullen
 San Patricio
 MALLORY GARDNER
 Deputy Director
 DORA L. HENKHAUS
 Business Manager

JORGE SANCHEZ
 CBRISF Director
 ABEL SANCHEZ
 Asst. Residential Director

JASON R. WOODS
 Director/Chief Probation Officer

JOB VACANCY ANNOUNCEMENT

Job Title: Residential Supervisor Duty Station: Coastal Bend Regional Intermediate Sanction Facility
FLSA Status: Non-Exempt (Hourly Position) Sinton, Texas
Annual Compensation Range: **up to \$36,300.00** (salary commensurate w/experience) night shift **up to \$38,300.00**
 Both shifts eligible for 3%, (**\$1,089-\$1,149**), one time merit pay after completion of 1 year of employment
 Full Benefits (health, retirement, optional dental, vision and life)

Opening Date: November 4, 2022 Closing Date: until filled

- (a) Eligibility.** To be eligible for employment as a Residential Supervisor, a person:
- (1)** Must have a High School Diploma or GED
 - (2)** Must possess the following skills and abilities-documentation, leadership, effective problem solving the ability to deal with people.
 - (3)** Must possess a valid CDL Class “C” with passenger endorsement Drivers License or obtain one within three months of hire.

Primary Job Requirements/Duties
<ul style="list-style-type: none"> • Monitor the functional operation of the CBRISF programs and facilities under the guidance of the Center Director and Senior Residential supervisors.
<ul style="list-style-type: none"> • Maintain chronological records with daily log of events that occur while on shift, coordinate resident sign-in/out procedures, monitor resident compliance with all policies, rules and regulations, fire and safety procedures.
<ul style="list-style-type: none"> • Other responsibilities of this position are: contraband control, conducting inventories, monitoring resident curfew, transporting residents to meet program related obligations, wake-up schedules and assisting residents in problem solving.
<ul style="list-style-type: none"> • Perform other job related duties as required by the CBRISF Director.

For consideration for this position, applicants must pass a criminal history/background check and submit a State of Texas Job Application, Resume, and proof of high school diploma or equivalent to the Coastal Bend Regional Intermediate Sanction Facility Director at jorgesanchez@sanpatriciocscd.org, or mail to CBRISF, 800 North Vineyard, Sinton, Texas, 78387. Applications may be picked up in person and are also available online at www.sanpatriciocscd.com.

We are an Equal Opportunity Employer

This is an AT WILL Position of Employment

04/08/2024