

## JOB OPENING

**POSITION: Administrative Assistant**

**CLOSING DATE: *OPEN UNTIL FILLED***

**SALARY: \$39,036**

**LOCATION: Sweetwater, Texas / Nolan County /**

**CONTACT: Genevieve Mayes, CJPO**

Fisher, Mitchell and Nolan Counties Juvenile Probation Department

100 East 3<sup>rd</sup> Street, Suite 301A

Sweetwater, Texas 79556

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Phone: (325) 236-6388

### JOB DESCRIPTION/REQUIREMENTS

- Seeking a motivated individual who embraces teamwork and willing to work in an environment involving at risk youth.
- Regular and consistent attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule.
- Perform data entry functions. Skill in computer, applicable software, Word /Excel, and office organization. Type with appropriate speed and accuracy for assignments.
- Perform general office duties such as answering and routing phone calls, taking messages and greeting visitors, processing incoming/outgoing mail, maintaining, and ordering supplies.
- Prepare routine/special correspondence, reports, studies, forms, and documents.
- Prioritize and manage multiple tasks; plan, organize, and coordinate work assignments; and meet deadlines.
- Assists CJPO with preparing reports, budgets, and correspondence.
- Responsibilities as Data Coordinator and Victim Coordinator
- Complete quarterly budget report in TJJJ Grant Manager
- Responsible for working with County Auditor to invoice, transfer, and maintain fiscal accountability of department funds.
- Assists CJPO with collecting and maintaining information for statistical reports for the TJJJ and Juvenile Board.
- Enters payments of fees and restitution into computer, including issuing receipts, and working with the Auditor with deposits.
- To be considered you must send a completed application and or resume with experience and references. Applicants must pass a background check and drug test. Please mail or email the Application or Resume to 32<sup>nd</sup> Judicial District Juvenile Probation Department 100 East 3<sup>rd</sup> Ste. 301A, Sweetwater, Texas 79556 (Attention: Genevieve Mayes, CJPO) or email: [genevieve.mayes@co.nolan.tx.us](mailto:genevieve.mayes@co.nolan.tx.us)