



MONTAGUE COUNTY COMMUNITY SUPERVISION
AND CORRECTIONS DEPARTMENT

P.O. Box 25
Montague, Texas 76251
(940) 894-2222
Fax (940) 894-2616

Cody Busby
Director

JOB ANNOUNCEMENT

JOB TITLE: Part-Time Office Assistant / Support Staff

LOCATION: 97th Judicial District Community Supervision and Corrections Department.
Montague County, Texas

JOB SUMMARY: Office Assistant / Support Staff duties include but are not limited to: general reception, data entry into database software, money collection, balancing daily receipt reports, using software to issue checks, balancing monthly bank statements, transferring cases to other counties, monitoring drug test, monitoring indirect caseload, reporting violations to proper authorities, court testimony, working closely with other community supervision departments, law enforcement agencies and the Courts.

QUALIFICATIONS: Applicants must possess a High School Diploma or equivalent.

REQUIREMENTS:

- Must be able to communicate effectively both orally and in writing
- Must be proficient in computer skills that include MS Word, Excel and must be able to navigate database software.
- Must be knowable in filing systems, general office equipment.
- Must possess valid driver's license with good driving record and must be insurable.
- Must pass a background check and drug screen
- Must be able to able to perform work-related travel

WORK HOURS: Office hours are Monday-Friday 8:00 AM-5:00 PM (closed 12:00-1:00 for lunch, and holidays). Part-time position will be an employee friendly flexible schedule within the office hours. Must average less than 30 hours per week for a six-month period. Certain work dates/times will be required.

SALARY/BENEFITS: \$20.00/hour, retirement plan through TCDRS, health insurance available for purchase at 50% reduction rate.

HOW TO APPLY: Send professional cover letter and resume to Cody Busby at cbusby@97thcsd.com