



COMMUNITY SUPERVISION AND CORRECTIONS
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN

301 Oak Street
Old Taylor County Courthouse
Abilene, Texas 79602
(325) 674-1247

Michael D. Wolfe
Director

JOB TITLE: FRONT DESK CLERK/CASHIER

SALARY: \$22,000 - \$24,000/Annually DOE

EXEMPT STATUS: Non-exempt

BENEFITS: Health (100% of employee's premium paid; 50% of dependent's premium paid), Dental, Short and Long Term Disability, Life, Dependent Life, Retirement, Annual/Sick/Emergency/Birthday Leave

HOURS: Monday, Tuesday, Wednesday 7:00 a.m. – 4:00 p.m.
Thursday 10:00 a.m. – 7:00 p.m.
Friday 8:00 a.m. – 5:00 p.m.

DUTIES: Answers multi-line telephone system and directs calls to appropriate persons.

Receives and receipts all payments, either in person or by mail.

Notifies the correct Supervision Officer when a probationer reports.

Performs probationer, public and staff assistance.

Balances cash daily and prepares deposit.

Performs general filing.

Scans in documents including, but not limited to: Court Orders, Amended Orders, Intake Packets, Offense Reports, Criminal Histories, Personal Data Sheets, and Court Records.

Assist co-workers when needed with other office duties.

REQUIREMENTS: High School Diploma or equivalent (GED). Proof will be required prior to offer of employment. Desirable to have one (1) year minimum experience in customer service and handling monies. Efficient in 10-key operation. Trained in general office machinery

and proficient with the computer (“computer literate”). Must possess a valid Texas Drivers License, a reliable automobile, and provide proof of liability insurance.

Ability to work harmoniously with the administration and co-workers. Knowledge of time management techniques and self motivational skills. Must have the willingness and ability to complete all assignments in a timely manner. Must have the ability to physically be present at work on a regular basis during assigned working hours. Must have the ability to deal with high stress situations and the physical ability to conduct all phases of the responsibilities and tasks. Must possess the desire to perform job standards, including spontaneous assignments. An awareness of the job description, responsibilities, and boundaries is to be adhered to and maintained at all times.

PROCESS:

Interested individuals may obtain an application from Taylor County Community Supervision and Corrections Department 301 Oak Street, Abilene, TX or from www.taylorcscd.org. Please submit an **application and resume** to:

Community Supervision and Corrections Department
ATTN: Jessica Tipton, Human Resource Representative
Old Taylor County Courthouse
301 Oak Street
Abilene, TX 79602

-Or-

jltipton@taylorcscd.org