

Support Staff
Community Supervision and Corrections Department

The Williamson County CSCD is looking for a clerical support staff to serve as the front desk receptionist. The front desk receptionist is the contact person who interacts with offenders and the public. Candidates must be able to demonstrate exceptional customer service and organizational skills.

Essential Duties:

- Answering multi line telephones
- Assigning offenders to a probation officer
- Answering questions related to offenders probation orders
- Receiving payments
- Preparing offenders probation files
- Scanning of paperwork
- Running criminal history and warrant checks on offenders
- Ordering supplies for the office
- Preparing offender ID cards
- Follow departmental polices. Any additional duties assigned by the Director

Physical Demands:

- Position involves prolonged writing, typing, sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, effectively communicating on phone lines and some lifting in the performance of daily activities.

Environmental Factors:

- Contact with persons convicted of misdemeanor and felony crimes
- May be required to testify in court
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County Premises.

Minimum Qualifications:

- Proficient at typing and computer skills
- Applicants must be able to pass a criminal background check and a drug screen
- High School Graduate
- Skillful customer service
- Able to multi task
- Bilingual in Spanish\English preferred

Hours:

- Depending on location: Monday – Friday 8:00 am – 5:00 pm

Organization Relationships:

- Under the Direction of the Office Supervisor

Fair Labor Standards ACT (FLSA) Status: Hourly

Salary Range: \$1,104.08 bi-weekly/13.80 hourly

Supplemental Information: Must pass a criminal background check and be professionally bondable with our bonding agency.

