

# CAMERON COUNTY



## EMPLOYMENT OPPORTUNITY PLEASE POST

DATE: January 4, 2012  
DEADLINE: Until filled

**POSITION:** **PROBATION AIDE PART-TIME**

**JOB LOCATION:** Cameron County Juvenile Department  
(San Benito/ Harlingen, TX)

**SALARY:** \$9.00 per hour

**QUALIFICATIONS:** Must have a high school diploma or GED. Minimum of 30 college hour preferred, posses basic computer knowledge and competence, and ability to communicate effectively orally and in writing. Must have ability to accurately do data entry, interact in a professional manner, and work a flexible schedule. Must have a Texas Motor Vehicle Driver's License and insurance.

**DESCRIPTION OF DUTIES:** To provide assistance to Juvenile Probation Officers and the Juvenile Probation Department. Performs general clerical duties, assists in courtroom documentation, escorts juveniles from detention center to courtroom, transports juveniles, and supervises juvenile during daily activities. Submits reports to Probation Officer as needed and assists in connecting electronic monitors. Presents visual aides for presentation, keeps statistics on presentations, and conducts phone calls to juveniles on court order. To perform other reasonably related duties as assigned by one's immediate supervisor and other management as required. This position is not a Civil Service position.

**HOW TO APPLY:** Cameron County  
Human Resources/Civil Service/Safety Risk Dept.  
1100 East Monroe Street Suite 118  
Brownsville, TX 78520

**AA/EEO/MFD EMPLOYER**