

GAINES COUNTY JOB POSTING

JOB TITLE: ADMINISTRATIVE ASSISTANT

DEPARTMENT: GAINES COUNTY ADULT and JUVENILE PROBATION

➤ **SUPERVISION:**

Works under the supervision of Brandt Taylor and Delia Grisham

➤ **MINIMUM QUALIFICATIONS:**

- Must submit fingerprint based criminal history check
- Must be at least 18 years of age
- Must be bondable
- Must be able to hold information in confidence
- Must possess computer and accuracy skills
- Must have a high school diploma or equivalent
- Bilingual preferred but not required

➤ **JOB DESCRIPTION AND RESPONSIBILITIES:**

- Available in the Office of the County Treasurer's Office and online.

POSTING OPENS: October 6, 2025

POSTING CLOSES: Until filled

JOB APPLICATIONS MAY BE PICKED UP AND RETURNED TO THE COUNTY TREASURER'S OFFICE AT THE COURTHOUSE BETWEEN 8am-5pm; 101 SOUTH MAIN ROOM 103, SEMINOLE, TX 79360 (432)758-4009. GAINES COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. THE COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, CREED, GENDER, RELIGION, AGE OR DISABILITY IN EMPLOYMENT FOR THE PROVISION OF SERVICES.

Gaines Adult Probation Department and Juvenile Probation Department Job Description

Reports to: Brandt Taylor, Adult Chief Probation Officer and Delia Grisham, Chief Juvenile Probation Officer
Classification: Full-Time

Essential Functions include the following:

Essential functions may include the following responsibilities, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. Other duties may be assigned.

Summary: The administrative assistant performs complex clerical work and delegated duties for department personnel. The responsibilities include but are not limited to: maintains inventory of all department supplies and forms, obtains supplies as needed; review and compiles data related to general office procedures; receives, records and maintains a current listing of offender payments; acts as reference person of departmental files for other agencies; establishes working procedures for maintenance of central files; types correspondence, memoranda, reports and other forms and/or rough drafts; copies, collates, and distributes duplicated material; prepares case folders on new cases and assures that files are fully completed; obtains all NCIC and other pertinent criminal history reports and information on new cases; routes inner-office and intra-office correspondence; may prepare statistical reports and analysis; provides information to callers or routes call to appropriate personnel and takes messages for calls not answered; meets public and/or clients and notifies officers when they have someone to see; assists in keeping pertinent information in the data processing system updated at all times; is aware of all confidentiality laws and regulations pertaining to community supervision cases; may assist in the supervision of the indirect caseload; maintains working relationship with other employees, departments and general public. The administrative assistant coordinates with all personnel in regard to correspondence and the administrative record keeping of the office; performs other related duties as assigned. Serves as general administrative assistant for the Juvenile Probation Department.

Knowledge, Skills and Abilities:

1. This position requires a bond, therefore applicant must be bondable.
2. Computer experience with a high degree of accuracy is required
3. Must be willing to complete tasks as assigned
4. Must possess pleasant and professional telephone skills and be able to interact with the public in a courteous and professional manner
5. Must be a team player and have the ability to maintain a positive relationship with fellow employees

For further information you may contact Brandt Taylor Chief Probation Officer at (806)782-1691

Working Conditions:

This job is performed indoors in an office setting and includes working at a PC monitor. While performing the duties of this job, the employee is frequently required to sit, talk and listen. May use hands to handle or feel objects, tools or controls. May reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus. Occasional standing, walking, kneeling or stooping are required. The employee must occasionally lift and/or move up to 30 pounds.