



Human Resources

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

POSITION: **ADMINISTRATIVE ASSISTANT**
DEPARTMENT: CSCD Adult Probation
DATE POSTED: 10/14/25
CLOSING DATE: Open until filled
HIRING SALARY: **\$15.38 per hour**

POSITION OVERVIEW

Under the direct supervision of the Department Director/Deputy Director, this position performs a variety of standard office tasks including but not limited to: data entry, answering phones, case file documentation/scanning, maintaining departmental records, purchasing, disbursing monthly fees, adjustment of fees per court order, ERS benefits coordination and performs other duties as apparent and/or assigned.

EDUCATION/EXPERIENCE

High school education and two years' office/clerical experience. Requires knowledge of modern office practices, computer skills, basic accounting, and ability to multitask. Must have a public service attitude, ability to remain calm during situations of conflict and always interact in a courteous and professional manner with a wide variety of individuals.

LICENSE / CERTIFICATION

None required

ADDITIONAL INFORMATION

Must successfully complete background check, post-offer drug screen, physical condition evaluation and/or other testing in accordance with Harrison County policy and/or as authorized by law.

Benefits: Medical/Dental/Vision/Life
PTO/Vacation/Holiday/Sick Leave
TCDRS Retirement and optional 457 retirement

Hours of work: Monday – Friday 8-5

HARRISON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

SUBMIT APPLICATION TO:

HARRISON COUNTY HUMAN RESOURCES
200 W Houston St, Room 328
Marshall, TX 75670
hrrassist@co.harrison.tx.us

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903-935-4800 Fax
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