

**WICHITA COUNTY
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
JOB ANNOUNCEMENT
AP 162**

The Community Supervision and Corrections Department (Adult Probation) is posting for:

POSTING TITLE: Receptionist

SALARY: commensurate with experience

QUALIFICATIONS AND RESPONSIBILITIES: Refer to the Job Description and Screenable Job Requirements which are available at the Wichita County Community Supervision and Corrections Department (Adult Probation) or at www.wcprob.org.

APPLICANTS FOR THIS POSITION MAY OBTAIN AN APPLICATION PACKET FROM THE WICHITA COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (Adult Probation) AT 600 SCOTT ST., SUITE 101, WICHITA FALLS, TEXAS OR FROM THE CSCD WEB SITE AT www.wcprob.org.

Applicants interested in applying for this position must submit the following:

1. **Completed Wichita County CSCD Employment Application**
2. **Resume**
3. **High School Diploma or GED Certificate (see #1 on next page)**
4. **Cover letter stating qualifications**

Submit above documents to Margaret Rogers, at the Wichita County Adult Probation Department (600 Scott St., Suite 101).

All positions in the Wichita County Adult Probation Department are partially funded through money allocated by the State Legislature. Should these funds be deleted or reduced for any reason, reductions in staff levels to accommodate available revenues may be required.

Margaret Rogers, Director
Wichita County CSCD

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the Wichita County Community Supervision and Corrections Department (Adult Probation) to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or handicap. It is the policy of the Wichita County Adult Probation Department to consider best-qualified individuals according to ADA standards. Requested reasonable accommodations will be considered and the Director will make final accommodation determinations after consultation. Contact Margaret Rogers, designated ADA representative, for special needs at 940-766-8213.

**WICHITA COUNTY
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT
JOB POSTING INFORMATION SHEET**

ANNOUNCEMENT AP 162

POSITION TITLE: Receptionist

POSTING DATE: November 26, 2018

CLOSING DATE Until selected

SCREENABLE JOB REQUIREMENTS

1. Applicant must submit with application, at a minimum, a high school diploma, a GED certificate, a college transcript or a diploma from an accredited business or vocational school.
2. Applicant must be 21 years of age or older at the time of employment.
3. Applicants must have:
 - a. 3 years full-time work experience in secretarial type work if the applicant has only a GED or high school diploma;
 - b. 1 year full-time work experience in secretarial type work if the applicant has graduated from an accredited vocational or business college or possesses another academic degree.
4. Applicants cannot currently be on community supervision (probation) or parole or be serving a sentence for a criminal offense (See Job Description for more detailed information).
5. After the initial screening of applicants, the top candidates will be required to submit to testing in keyboarding, word processing, 10-key and data entry. An applicant must meet the following minimum scores for an interview:
 - a. Typing/Word Processing: 40 wpm with 95% accuracy
 - b. 10 Key and Data Entry: 6,200 KPH with 95% accuracy
6. A criminal history (NCIC and TCIC) background check will be conducted on all applicants selected for interview. A criminal record check by fingerprint, a driving history and a pre-employment drug test will be conducted on the applicant selected for the position.

Preference will be given to applicants who speak Spanish fluently, all other qualifications being equal.