

Teresa A. Drum
294th District Judge

Karen Burns
Director

Van Zandt County Community Supervision and Corrections

250 E. Groves Street Canton, Texas 75103
Voice 903/567-4066 Fax 903/567-2425

Randal L. McDonald
County Court at Law
Judge

Diane Langford
Senior Officer

The Van Zandt County Community Supervision and Corrections Department (Adult Probation Department) is now taking applications for a full-time Administrative Technician.

POST DATE: November 19, 2018

CLOSING DATE: UNTIL FILLED

BASIC QUALIFICATIONS:

1. Must be 18 years of age or older.
2. Minimum three (3) years clerical office experience
3. Dependable and eager to learn.
4. Possess the ability to work a flexible schedule.
5. Proficient computer skills (Microsoft Office).
6. Ability to work well with others.

A complete background investigation may be conducted on each applicant considered for the position.

EXAMPLES OF JOB DUTIES:

1. Perform clerical duties such as document imaging, filing, data entry, payment posting, and assisting clients with paperwork and file preparation for court cases.
2. Other duties as assigned by Supervisors.

BEGINNING SALARY: To be discussed and contingent upon experience.

Persons interested in applying for this position should send a resume, references, and most current college transcript to:

aanderson@vzcsd.com