

118th JUDICIAL DISTRICT JUVENILE PROBATION OFFICE

HOWARD, MARTIN AND GLASSCOCK COUNTIES

HOWARD COUNTY COURTHOUSE

BIG SPRING, TEXAS

79721-2282



BRENDA TUBB
CHIEF JUVENILE PROBATION
OFFICER

POST OFFICE DRAWER
2262 TELEPHONE (432)
264-2240
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JOB TITLE: Community Activities Officer

COMPANY: Howard County Juvenile Probation Department
315 S. Main Street, Suite C
Big Spring, Texas 79720
432-264-2240

STATUS: Full Time, 40 hours a week, 8 am to 5 pm with an hour lunch break, Monday through Friday,
On-call rotation, some weekends/nights and flex time due to on-call rotation, Benefits
included

REQUIREMENT: AT LEAST 21 YEARS OF AGE
TEXAS DRIVER LICENSE WITH CLEAR RECORD (NO DWI'S)
NO DISQUALIFYING CRIMINAL HISTORY
HIGH SCHOOL DIPLOMA OR GED
BE OF GOOD MORAL CHARACTER

JOB DESCRIPTION:

Community Activities Officer will be responsible for organizing and coordinating community service for juveniles on probation. The officer will coordinate with other agencies regarding locating work sites and will keep up with all community service hours.

The officer will use the department's vehicle to provide transportation of detained juveniles to detention, placement, appointments, and will assist support staff and probation officers when needed with any task deemed necessary; such as home visits/curfew checks, school visits, intake, and answering the phones.

The Community Activities Officer must be dependable and trustworthy. Must be willing to be trained in CPR/First Aide, Trauma Informed Care, and any other required topic deemed necessary. In house training will be provided.

If you are interested in this opportunity, please forward your resume/completed application to brenda.tubb@howardcountytexas.com. Applications can be picked up at 315 S. Main Street, Suite C, Big Spring, Texas 79720.