

ORANGE COUNTY, TEXAS

JOB POSTING

Support Staff

PLEASE NOTE: Recruiting is now taking place for the position indicated above. If you meet the requirements and are interested in applying for this position, please submit **the ONLINE Application at co.orange.tx.us** along with your resume and college transcript.

- **POSITION:** Support Staff
- **DEPARTMENT:** Adult Probation
- **SALARY:** \$17.42 per hour
- **DESCRIPTION:** Under the direction of the Director, the support staff member will receive and dispatch all incoming calls to the department during normal work hours, greet visitors to the agency in a pleasant, professional manner and route them to the appropriate staff. Accurately type correspondence and other documents as directed. Receive and accurately receipt all payments received from clients. Create hard copy case files for new cases, create computerized data files for clients and perform other clerical tasks as directed.
- **BENEFITS:** Retirement; Health Insurance; Three weeks vacation in first year; 95.94 hours accrued sick leave per year; 13+ Paid holidays per year

REQUIREMENTS

EDUCATION: High School Graduate.
Prior experience as a cashier or collections clerk and receptionist preferred.

OTHER: Must be able to handle multiple tasks in a high stress environment. Regular attendance and punctuality; experienced in using word processing and other computer software. Good working knowledge of sound accounting practices, safeguards and controls. Good working knowledge of the operation, use and care of standard office machines. Ability to comprehend and comply with semi-complex verbal and written instructions.

ANY APPLICANT TENTATIVELY SELECTED FOR THIS POSITION WILL BE REQUIRED TO SUBMIT TO TESTING TO SCREEN FOR ILLEGAL DRUG USE AND CRIMINAL HISTORY BACKGROUND CHECK PRIOR TO EMPLOYMENT.

“We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, age, sex, national origin or disability.

ALL APPLICANTS AND QUESTIONS ARE TO BE DIRECTED TO THE HUMAN RESOURCES DEPARTMENT.

POSITION POSTED: July 21, 2026