

**KLEBERG-KENEDY COUNTY  
COMMUNITY SUPERVISION & CORRECTIONS DEPARTMENT**

**JOB ANNOUNCEMENT**

**CLOSED WHEN FILLED. RESUME, TRANSCRIPT(IF APPLICABLE) AND APPLICATION REQUIRED .**

**Position:** Pretrial/Personal-Bond Clerk (Male)(Full Time)

**Pay:** \$7.50 per hour

**Reports to:** Deputy Director of Operations

**Supervises:** Not Applicable-No Subordinate Staff

**Primary tasks:** This position requires employee to witness urine samples provided by MALE defendants for the purpose of substance abuse screening. Manage the tasks and responsibilities required to provide clerical support services to Pretrial/bond Coordinator and Pretrial/bond Officer(s). Perform client intakes. Extensive data entry shall also be required.

**Major Activities:** Interact with other departmental agencies to obtain and confirm defendant information in the preparation of the pre-sentence investigation reports. Grade Alcohol Screening Tests and assess problem areas. Assist with intakes and interviews of defendants. Determine arrearages of defendants for mail outs. Data entry of all pretrial/personal bond information. Prepare pretrial/bond folders. Must be willing to assume other duties or responsibilities as assigned by immediate supervisor or Management.

**Skills needed:** Must be able to comprehend and comply with departmental policy and procedures as well as techniques involved in the preparation of pre-sentence investigation reports, case records and related documents; that pertain to personal bond/pretrial supervision/diversion records. Excellent oral, written, typing, key boarding and communication skills.

**Qualifications:** One year recent experience in an office setting that includes typing or key boarding.  
**Preferred Education:** Minimum of 20 college hours.

**Additional Requirements:** Must be fluent in both Spanish and English, Fluency must extend to the capability to provide instructions and explain policy and/or procedures, must be able to respond to telephone inquiries in Spanish. Must possess a valid Texas Driver's License; must have a telephone number at which the person can be reached; must have reliable transportation, must have the appropriate automobile insurance; and shall be computer literate. Must pass a computer skill tests. Must meet attendance requirements.