

# CAO/TRANSPORT Officer Opening

**Position:** **COMMUNITY ACTIVITIES OFFICER** (Female) Hunt County Juvenile Probation Services

**Open Date:** 7-18-2022 **Close Date:** **Until Filled**

**Salary:** \$ 35,000.00 with Excellent Benefits

**Education:** GED or High School Diploma required

**Requirements:**

- pass a urinalysis drug screening prior to employment and for continued employment
- pass a criminal history background check prior to employment and for continued employment
- pass a sex offender registration / background check prior to employment and for continued employment
- pass a fingerprint criminal/sex offender history background check for continued employment
- maintain a working personal vehicle; driving your vehicle is a condition of beginning & continuing employment
- possess a valid Texas driver's license prior to employment and for continued employment
- possess & maintain State of TX minimum auto liability insurance prior to employment & for continued employment
- travel locally and statewide - willing and able to spend the night(s)
- maintain a working personal phone - *a cell phone is required*
- work a flexible schedule -
- work outdoors in all weather conditions as needed
- possess excellent written and verbal communication skills
- computer literate
- able to organize & prioritize work activities; utilize effective time management; routinely use & maintain a calendar
- be at least 21 years of age

**Required duties: include but are not limited to the following:**

- transport juveniles to and from placement, court hearings, doctor's appointments, etc.
- assist with community service
- assist officers with home studies
- will receive training in Handle w/Care, CPR & First Aid and other topics must be able to perform such actions if necessary
- will receive certification pay once fully certified

***-This position has direct contact with the public.*** The applicant must possess excellent people and communication skills. This position requires the ability to effectively communicate with the public and handle stressful situations with courtesy and good judgment.

To be considered completed employment application to Human Resources office on the 2<sup>nd</sup> floor of the Hunt County courthouse. Applications online at [www.huntcounty.net](http://www.huntcounty.net)

**HUNT COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**