



**BOWIE COUNTY COMMUNITY SUPERVISION  
AND CORRECTIONS DEPARTMENT**  
5<sup>th</sup>, 102<sup>nd</sup>, and 202<sup>nd</sup> Judicial Districts / County Court at Law  
100 N Stateline Ave. Box 12  
Texarkana, Texas 75501  
(903) 798-3052

Terri Giles  
Director

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**Job Posting**

**Position:** Front Desk Support Staff

**Responsibilities:**

- 1) Always maintain an adequate cash drawer.
- 2) Maintain the highest level of confidentiality with all information obtained.
- 3) Answers telephones and directs calls.
- 4) Greets the public and offenders and direct them to the appropriate officer.
- 5) Receives and distributes incoming mail.
- 6) Responsible for receiving payments from offenders and posting them correctly in the computer.
- 7) Completes correspondence, reports and other forms as directed.
- 8) Responsible for case and maintenance of any assigned equipment.
- 9) Any other duties assigned by the Director or Supervisor.

**Qualifications:**

- 1) Experience handling cash.
- 2) Must possess a high school diploma or equivalent.
- 3) Must be detail oriented with a high degree of accuracy.
- 4) Must have the ability to operate various application programs on a personal computer and complete other data entry tasks.
- 5) Must be bondable.
- 6) Must have the ability to handle routine matters without consulting the supervisor.
- 7) Must be able to operate other office machines.
- 8) Must possess good communication skills and the interpersonal skills to maintain a cooperative working relationship with other employees, departments, and the public.

Applications are online at [co.bowie.tx.us](http://co.bowie.tx.us) under the Employment Opportunities tab. Applications and resumes can be emailed to [stephanie.karr@txkusa.org](mailto:stephanie.karr@txkusa.org) or you may turn them into the Probation Department located on the 2nd floor of the Bi-State Justice Building, 100 N. Stateline Ave, Texarkana, TX 75501