



**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

2022 JUL 26 PM 12: 20  
BOWIE COUNTY, TEXAS  
TIMA PELTY, COUNTY CLERK

Bowie County CSCD is currently accepting applications for the following 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 directs 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 the care 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 interpersonal skills to maintain a cooperative working relationship with other employees, departments, and the public.

Applications are available online at [co.bowie.tx.us](http://co.bowie.tx.us) under the Employment Opportunities tab, CSCD Applications. Or you may pick up an application from the Bowie County Probation Department located on the 2nd floor of the Bi-State Justice Building, 100 N. State Line Ave, Texarkana, Texas 75501.

Completed applications and resumes may be submitted via email to [stephanie.karr@txkusa.org](mailto:stephanie.karr@txkusa.org) or you may turn them into the Bowie County Probation Department located on the 2nd floor of the Bi-State Justice Building, 100 N. State Line Ave, Texarkana, Texas 75501.

This position will remain open until filled.