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| Job Title: | Administrative Assistant / Indirect Caseworker | Immediate Supervisor: | Luke Luttrell |
| Department/Group: | Lamar County Adult Probation | Position Type: | Full-Time |
| Starting Salary  | $28,000 – $33,000 | Date posted: | June 20, 2025 |
| Contact: | Luke Luttrell | Posting Expires: | July 8th, 2025 |
| Lamar County is an Equal Opportunity EmployerPersons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Adult Probation Office at 903-737-2435 to request assistance. |
| Applications can be picked up at The Adult Probation Office or on the website http://www.co.lamar.tx.us |
| PLEASE SUBMIT YOUR APPLICATION IN PERSON TO:Lamar County Adult Probation4355 Bonham St.Paris, TX 75460 |  |
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| **JOB SUMMARY:** Lamar County Adult Probation is seeking a dependable, organized **Administrative Assistant / Indirect Caseworker** to support the daily operations of our office. This full-time position includes clerical and casework responsibilities, financial processing, and direct interaction with the public. The ideal candidate will be professional, detail-oriented, and able to manage a variety of office tasks.**PRIMARY RESPONSIBILITES*** Manage an assigned in-direct caseload and ensure accurate collection and tracking of court-ordered financial obligations.
* Provide front-desk support including greeting visitors, monitoring client check-ins, answering phones, and directing inquiries to appropriate staff.
* Process incoming payments, balance daily receipts, and resolve any discrepancies.
* Sort and distribute incoming mail.
* Enter and update case information in the database, including new case intake and financial transactions.

**QUALIFICATIONS*** High school diploma or equivalent required.
* Must not have been previously placed under any form of community supervision.
* May not concurrently serve as peace officers

**SKILLS AND ABILITIES*** Willing and able to learn new procedures, apply training effectively, and complete tasks as directed.
* Strong communication and customer service skills.
* Ability to follow instructions, work independently, and take initiative when appropriate.
* Well organized and capable of managing multiple responsibilities efficiently.
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