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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 Employer  Persons 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 Probation  4355 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. | | | | |  |  |  |