

Juvenile Probation- Full-Time Administrative Assistant

Notice of Employment Opportunity

The 77th Juvenile Probation District is accepting applications for a full-time Administrative Assistant. The role will involve a variety of administrative duties. Applicant must have knowledge and experience of relevant software applications- spreadsheets, word processing, and database management. A criminal background check and a drug test is required. Must be at least 21 years of age. A high school diploma or GED is required.

Obtain an application at: Limestone County Juvenile Probation Department, 908 N. Tyus, Groesbeck, Texas 254-729-3569. Equal Opportunity Employer. Until filled. For questions or applications, please email gary.dyer@co.limestone.tx.us