



Michelle Loftice
Director

DEPARTMENT OF COMMUNITY SUPERVISION AND CORRECTIONS
SERVING THE COURTS OF MARION AND UPSHUR COUNTIES

Marion County Office
114 W. Austin, Rm. 202
Jefferson, Texas 75657
903-665-3909

Upshur County Office
415 U.S. Hwy 271 N.
Gilmer, Texas 75644
903-843-3006

Satellite Office
Courthouse
Gilmer, Texas 75644
903-843-2583

Job Announcement

Job Title: Administrative Assistant

Location: Upshur/Marion County C.S.C.D. (Adult Probation Department) – **Jefferson, Texas office**

Date: June 11, 2026

Duties: The Administrative Assistant will perform various administrative and clerical duties including but are not limited to: working as a receptionist, computer data entry, answering telephones, taking payments, making deposits, running reports, balancing accounts, assisting the public with probation questions. Other duties as directed and assigned by the department Director.

Position: This is a part-time temporary position (25 hours per week maximum), with the option of benefits. Work hours may vary but will normally be from 8am until 4pm.

Working Conditions: Majority indoors, at a desk. Ability to sit at a desk for long periods of time. Be able to work independently and to maintain a good working relationship with co-workers, offenders and other government agencies. Some travel may be required.

Minimum Qualifications: A minimum of a High School Diploma. Possess a valid Texas Driver's license with a clean driving record. Previous experience working with the public. Applicants must be able to pass a criminal background check and a drug and alcohol test. Have basic computer data entry skills to include to Microsoft Office suite of programs.

Preferred Qualifications: A minimum of 20 college hours conferred by an institution accredited by and accrediting organization recognized by the Texas Higher Education Coordination Board.

Salary: Commensurate with education and experience.

Closing Date: Until filled.

Upshur County CSCD is an equal opportunity employer. No telephone calls please. Only the most qualified applicants will receive an interview. **Please read instructions carefully.** Interested applicants should send a cover letter, resume' and copy of their transcripts to:

Michelle Loftice, Director
Upshur/Marion County Community Supervision and Corrections Department
415 US Hwy 271 North
Gilmer, Texas 75644
Fax: (903) 843-9041