



MIDLAND JUDICIAL DISTRICT  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
215 W. Industrial  
Midland, Texas 79701  
(432) 688-4100  
Fax (432) 688-4952

Allen E. Bell  
Agency Director

## **JOB VACANCY ANNOUNCEMENT**

The Midland Judicial District CSCD is seeking qualified individuals for the position of  
**Cashier**

**ANNOUNCEMENT NUMBER: 2021.01**  
**POSITION TITLE: Cashier**  
**NUMBER OF VACANCIES: 1**  
**OPENING DATE: October 6, 2020**

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**CLOSING DATE: Until Filled**  
**CLOSING TIME: N/A**

1. **MINIMUM SALARY:**

\$34,668.00/yr., plus medical and retirement benefits.

2. **POSITION SUMMARY:**

The Cashier is responsible for receiving financial negotiable instruments and issues receipts for offender fees. The Cashier maintains accurate financial records of transactions, balances daily receipts and deposits, and maintains security of assigned work areas. The Cashier is also responsible for receiving walk-in inquires, answering incoming telephone calls, and assisting offenders, judges, attorneys, other criminal justice entities and the public at large in a courteous manner. The Cashier will provide information as appropriate while maintaining confidentiality.

**Responsibilities and Tasks:**

1. Answers incoming lines to the Agency and directs callers accordingly.
2. Collects monies and negotiable instruments paid to the Agency for fees, court costs, fines, attorney fees, restitution and all other fee accounts. Issue receipts for all monies received. Ensure accuracy in balancing all monies and receipts daily and prepares the monies for deposit.
3. Processes monies and negotiable instruments received by the Department through the mail.
4. Displays a professional demeanor and courteous attitude at all times when interacting with staff, offenders, the public, etc.
5. Ensures security of front entry area on first floor of CSCD building.
6. Performs duties associated with victim restitution as assigned.
7. Performs other duties and responsibilities as assigned by unit supervisor

3. **QUALIFICATIONS:**

**Education and Experience:**

Must have a high school diploma or equivalent. And possess clerical and money management experience.

**Knowledge, Abilities, and Skills:**

Possess good written and verbal communication skills. Possess good interpersonal skills in dealing with offenders, public, and co-workers. Ability to follow verbal and

written instructions. Ability to work in harmony with offenders, court personnel, city/county personnel, law enforcement agencies, public, and co-workers.

4. **APPLICANT PROCEDURES:**

**A. AGENCY EMPLOYED APPLICANTS:**

Interested persons presently employed by the Midland Judicial District Community Supervision and Corrections Department must submit a letter to **Allen E. Bell, Director**, by the closing date/time. The letter must include a request to be considered for the position, including announcement number, and should outline the applicant's experience, past job performance, longevity with the Agency, education, and training. Also included must be a statement(s) relative to the applicant's potential to successfully perform the job duties.

**B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:**

Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete a Midland Judicial District CSCD application for employment. Applications may be obtained between 8:00 a.m. and 5:00 p.m., Monday through Friday at the Midland CSCD building located at 200 N. Main, Midland, Texas 79701. All applications must be received by the closing date and time noted above.

5. **OTHER INFORMATION:**

A complete job description for this position may be obtained from the address as indicated above. The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer, and prohibits employment discrimination practices which are based upon race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have been subjected to prohibited discriminatory practices should file a letter of complaint (specifying the nature of the discrimination) to the Agency Director, Midland Judicial District Community Supervision and Corrections Department, P.O. Box 3038, Midland, Texas 79702, not later than twenty-one (21) days following the date that an applicant is notified of an appointment decision.

**ATTENTION ALL EMPLOYEES AND APPLICANTS:** The Midland Judicial District Community Supervision and Corrections Department relies on grants and funds from the State of Texas for operational expenses on a fiscal year to year basis. The Agency is unable to guarantee continued employment to any employee. As such, employees serve "at will" and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the Agency. Job descriptions may be changed at anytime based upon needs of the Department.

APPROVED FOR POSTING:

  
\_\_\_\_\_  
Allen E. Bell, Agency Director

  
\_\_\_\_\_  
Date