

**79<sup>TH</sup> JUDICIAL DISTRICT CSCD  
JOB ANNOUNCEMENT**

**ADMINISTRATIVE CLERK**

**SUMMARY OF DUTIES:**

Reconcile monthly Recapitulation Reports for Jim Wells CSCD and Brooks CSCD. Prepares purchase orders and submits all bills/invoices to the Auditor's Office for processing vendor payments. Monitors and balances account for receivable transactions on a bi-monthly schedule. The Administrative Clerk is responsible for processing hotel and per diem requests for scheduled and Director approved Staff training events to comply with the State Comptroller's Office and TDCJ-CJAD established rates. Orders and maintains supplies for Jim Wells and Brooks counties. Prepares financial reports, correspondence, schedules, statistical data, as requested by the Director. The Administrative Clerk will assist with mail and phone calls as needed. Other responsibilities and duties assigned by the Director within the scope of CSCD operations.

**PREFERRED QUALIFICATIONS:**

Associate's degree in accounting with Accounts Payable and Accounts Receivable experience.

**SALARY:**

\$35,000.00 (Salary is negotiable and commensurate on experience.)

**HOW TO APPLY:**

Email resume: [rvalerio@co.jim-wells.tx.us](mailto:rvalerio@co.jim-wells.tx.us)

Or

Fax resume: 361-668-8681

Or

Mail resume: 79<sup>th</sup> Judicial District CSCD  
Ruben G. Valerio, Director  
610 E. Second St.  
Alice, Texas 78332

**POSTED DATE: April 15, 2025**

**CLOSING DATE:** Until the position is filled

***Only applicants selected for an interview will be contacted. Contact will be initiated within two weeks of receipt of application/resume.***