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TODD M. WINSLOW **38TH & 454th JUDICIAL DISTRICTS**

 **Director Community Supervision**

**& Corrections Department**

**UVALDE & REAL COUNTIES MEDINA COUNTY**

123 E. Nopal St. 761 Avenue Y

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**RECEPTIONIST/SECRETARY POSITION**

**The 38th & 454th Judicial Districts Community Supervision and Corrections Department has a position available for Receptionist/Secretary in our Hondo office. Salary is $30,000 annually, with a $3,000.00 increase in September. Applicants must have a high school or GED diploma and preferably possess accounting experience, computer skills, office equipment knowledge and ability to work in a fast-paced professional environment. Bilingual preferred but not required. Benefits such as health insurance, retirement and paid holidays are provided.**

**FOR AN APPLICATION:** **please contact Cindy Atkinson, Human Resources Officer, at cindy.atkinson@38cscd.org or 830-900-7715, 123 E. Nopal St. Uvalde, Texas 78801 – Monday – Friday, 8-5.**

**Applications along with resume will be accepted until position is filled.**