



Dallas County Employment Listing
509 Main Street, Dallas, Texas 75202
Job Line: (214) 653-7637 TDD 1 (800) 735-2989 Hearing Impaired
Apply On-Line: www.dallascounty.org
Equal Opportunity Employer

Week of December 11, 2007

Disclaimer statement: Every effort has been made to ensure the accuracy of this information. If errors are contained herein, the requirements, qualifications, or salaries for the position, as set forth in the Dallas County Code, shall control.

A complete background investigation may be conducted by Dallas County or an outside agency regarding your qualifications and criminal history.

PART TIME AND/OR TEMPORARY POSITIONS

Title: PT. Teacher Aide Grade: 00 Salary Range: \$11.26/hr.
List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – JJAEP Requisition #: JUV07-0973 Position #: 6610

Job Summary: Assists teachers in providing educational activities and experiences for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) or the Dallas County Juvenile Alternative Education Program (JJAEP).

Qualifications: Graduation from an accredited high school/GED program. Two (2) years clerical/administrative experience or thirty (30) hours from an accredited college or university in a job related field of study or a combination of the two. Skilled in the use of standard software applications. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Standard office environment within a secured facility. Requires prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs.,**

Title: PT. Service Attendant I Grade: 00 Salary Range: \$9.18/hr.
List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile Detention Requisition #: JUV07-1299 Position #: 0000 (2 positions)
Department: Juvenile Detention Requisition #: JUV07-0935 Position #: 0000 (2 positions)

Job Summary: Performs a combination of duties which may include janitorial, housekeeping, general labor, facility, laundry and food services. Works within a well-defined framework of policies and procedures, under immediate supervision.

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

****Notice:** Dallas County requires that all male applicants between the ages of 18 and 26 provide proof or exemption from selective service registration.

Qualifications: Completion of eighth (8th) grade from an accredited school or additional equivalent work experience. **Ability to follow written and verbal instructions. Must be able to operate vehicles, buffers, vacuums, lifts or other equipment to complete assigned tasks. Must pass criminal background check. Mandatory drug testing prior to employment, and will be subject to random, unannounced drug and/or alcohol testing during employment. Requires prolonged walking, standing, bending, kneeling, pushing and ability to lift and carry up to 45 lbs., unassisted. Position #: 7531, 7566. Position #: 7765, 9155.**

Title: PT. Cook I Grade: 00 Salary Range: \$9.68/hr.
 List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Youth Village Requisition #: JUV07-1280 Position #: 7598
 Department: Juvenile – Youth Village Requisition #: JUV07-0768 Position #: 0000 (3 positions)
 Department: Juvenile – Youth Village Requisition #: JUV07-0148 Position #: 9798

Job Summary: Prepares and serves meals, maintains the kitchen in compliance with health and sanitation standards and assumes duties of Lead Cook during his/her absences.

Qualifications: Completion of eighth (8th) grade from an accredited school or additional equivalent work experience. One (1) year of work related experience or a combination of the two. **Ability to follow written and verbal instructions. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Works inside a secured facility. Requires prolonged walking, standing, bending, kneeling, pushing and lifting and carrying up to 45 lbs. unassisted necessary to complete cooking and cleanup tasks. Position #: 9362, 8023, 9222.**

Title: PT. Maintenance Support Grade: 00 Salary Range: \$11.91/hr.
 List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Youth Village Requisition #: JUV07-0821 Position #: 9036
 Department: Juvenile – Youth Village Requisition #: JUV07-0151 Position #: 8873

Job Summary: Assists maintenance personnel in all areas of building maintenance including plumbing, electrical, and air conditioning.

Qualifications: Graduation from an accredited high school/GED program. One (1) year of general maintenance experience. **Ability to climb ladders and lift weights in excess of 50 lbs. assisted. Ability to operate equipment efficiently and safely. Ability to withstand prolonged sitting, standing, bending, squatting, twisting, kneeling, stretching, lifting and climbing ladders. Must be able to work in varying conditions surroundings, and all weather conditions. Must possess a valid Texas driver’s license, with a good driving record, and pass a security clearance check.**

Title: PT. Light Truck Driver Grade: 00 Salary Range: \$10.45/hr.
 List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: HHS-Nutrition Requisition #: HHS07-0152 Position #: 6528

Job Summary: Transports clients, materials, supplies and equipment, and performs other support functions.

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Qualifications: Graduation from an accredited high school/GED program. One (1) year of work related experience in operating a small bus or similar type vehicle for transporting passengers and supplies or fifteen (15) hours from an accredited college or university in a job related field of study or a combination of the two. **Must possess a valid Texas driver's license, with a good driving record. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. May require lifting in excess 50 lbs., assisted. Ability to travel to various work site locations.**

Title: PT. Teacher Grade: 00 Salary Range: \$17.22/hr.
 List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – JJAEP/Charter Requisition #: JUV07-1074 Position #: 0000 (3 positions)
 Department: Juvenile – Charter Requisition #: JUV07-0975 Position #: 0000 (5 positions)

Job Summary: Provides classroom educational activities and experiences in a specialized area of learning for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) or the Juvenile Justice Alternative Education Program (JJAEP), to ensure compliance with established policies and procedures and all mandated federal, state and local laws and regulations.

Qualifications: Bachelor's degree from an accredited college or university in an appropriate major for the assigned classroom subject. Skilled in the use of standard software applications. Requires excellent presentation skills with the ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. **Texas state teacher certification preferred. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs. unassisted. Mandatory drug testing prior to and/or during employment. JJAEP/Charter position #: 2085, 6473, 6477. Charter position #: 2312, 2383, 6474, 6475, 6476.**

Title: PT. JRO I (Life Guard) Grade: 00 Salary Range: \$12.79/hr.
 List Status: Part-time (16-40 hrs per week) Post: Open to the Public Closing Date: Continuous Posting

Department: Juvenile – Youth Village Requisition #: JUV07-0959 Position #: 8354

Job Summary: Functions as an entry-level Juvenile Residential/Detention Officer and works under close supervision providing direct supervision to residents in a 24hr. residential/detention facility. Responsible for ensuring safety of youths by enforcing pool rules and regulations performs water rescues and administers basic first aid as needed carries out emergency operating procedures and notifies proper authorities assists with general maintenance and cleaning of pool area and equipment.

Qualifications: Graduation from an accredited high school/GED program. Three (3) years of work related experience or 45 hours of college from an accredited college or university or a combination of the two. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public.. **Must obtain First Aid/CPR Certification and Restraint Training Certificate within six months of employment. Must be at least 21 years of age or older. Must possess a valid Texas driver's license, with good driving record. Must pass a criminal background investigation. Mandatory drug testing prior to and during employment. Varied Shifts – 24 hour operation. Valid Life Guard Certificate preferred.**

IMPORTANT: An official application must be completed for each position, with job requisition number and department identified. If the application meets the minimum requirements, it will be forwarded to the hiring department. The Departments will contact applicants for interviews. Due to application volume, further notification will be made only by the interviewing departments. Unless prohibited by law, regulation, or policy, accredited education may be substituted for work related experience or the reverse, with fifteen (15) college hours representing one (1) year of experience.

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Title: PT. JRO/JDO I Grade: 00 Salary Range: \$12.79/hr.
 List Status: Part-time (16-40 hrs per week) Post: Open to the Public Closing Date: Continuous Posting

Department: Juvenile – Youth Village	Requisition #:	JUV07-1342	Position #:	9122
Department: Juvenile Detention	Requisition #:	JUV07-1326	Position #:	0000 (6 positions)
Department: Juvenile – Youth Village	Requisition #:	JUV07-1325	Position #:	7913
Department: Juvenile – Letot	Requisition #:	JUV07-1300	Position #:	9649
Department: Juvenile – Youth Village	Requisition #:	JUV07-1262	Position #:	7910
Department: Juvenile – Youth Village	Requisition #:	JUV07-1188	Position #:	8606
Department: Juvenile – Youth Village	Requisition #:	JUV07-1140	Position #:	0000 (2 positions)
Department: Juvenile – Medlock	Requisition #:	JUV07-1017	Position #:	7707
Department: Juvenile – Youth Village	Requisition #:	JUV07-0936	Position #:	7992
Department: Juvenile – Youth Village	Requisition #:	JUV07-0837	Position #:	8288
Department: Juvenile – Medlock	Requisition #:	JUV07-0750	Position #:	7596
Department: Juvenile – Medlock	Requisition #:	JUV07-0711	Position #:	0000 (2 positions)

Job Summary: Functions as an entry-level Juvenile Residential/Detention Officer and works under close supervision providing direct supervision to residents in a 24hr. residential/detention facility.

Qualifications: Graduation from an accredited high school/GED program. Three (3) years of work related experience or 45 hours of college from an accredited college or university or a combination of the two. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. **Must obtain First Aid/CPR Certification and Restraint Training Certificate within six months of employment. Must be at least 21 years of age or older. Must possess a valid Texas driver’s license, with good driving record. Must pass a criminal background investigation. Mandatory drug testing prior to and during employment. Varied Shifts – 24 hour operation.**

Juvenile Detention #: 9147, 7976, 5727, 8569, 9184, 8735
Juvenile Youth Village#: 7893, 9311
Juvenile Medlock #: 6462, 6466

Title: PT. Juvenile Probation Officer Grade: 00 Salary Range: \$15.92/hr.
 List Status: Part-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Intake Screening Requisition #. JUV07-1323 Position #: 8526

Job Summary: Provide professional casework, supervision, counseling and services in the rehabilitation of youthful offenders who have been committed to the custody of various divisions within the Juvenile Department. Individual positions may perform all or a combination of duties which may include intake or risk assessments, diagnosis, investigations, crisis intervention, case planning and report writing. Responsible for the disposition of youths and the provision of appropriate resources necessary to meet the immediate needs of youths and their families.

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