



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.

PROFESSIONAL POSITIONS

Title: Caseworker Grade: 12 Salary Range: \$2811-\$3508/mo.
List Status: Full-time Post: Open to the Public Closing Date: 12/17/07

Department: District Attorney Requisition #: DA07-1151 Position #: 7397

Job Summary: Provides support to the District Attorney's Office by contacting and interviewing individuals who have charges pending. Provides information about the court process, punishment options, resources and referrals. Provides crisis counseling and court accompaniment. Does a risk assessment and safety planning. Works with outside agencies to obtain information and coordinate services. Assists in the application of crime victim's compensation claims, and performs other related duties as directed.

Qualifications: Education and experience equivalent to a Bachelor's Degree from an accredited college or university in a job related field of study. **Ability to effectively interact with the public and staff while maintaining confidentiality.**

Title: Caseworker I Grade: CC Salary Range: \$14.28-\$17.82/hr.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Veterans County Service Office Requisition #: VA07-1175 Position #: 7411

Job Summary: Under general supervision, provides case management services to clients for various County programs by identifying needs, assessing eligibility and providing counseling, outreach and referral services.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Behavioral Science or in a job related field of study. Prefers experience in intake, assessment, case planning and evaluation experience and knowledge of community resources. **Must possess a valid Texas driver's license with a good driving record and reliable transportation. 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. May require some travel. Military Veteran 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.

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

Title: Commissioners Executive Assistant I Grade: F Salary Range: \$3292-\$4106/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Road & Bridge #2 Requisition #: RB207-1225 Position #: 0181

Job Summary: Represents the Commissioner at various board meetings, assists constituents and participates in a variety of special projects and the budget process. Prepares a variety of reports, letters, documents and speeches.

Qualifications: Education and experience equivalent to a Bachelor's degree in Public Administration, Business, or in a job related field of study. Two (2) years of work related experience in a professional administrative capacity. **Public relations degree preferred. Strong writing skills. 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. Knowledge of basic accounting and budgeting concepts. Standard office environment. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes and other materials up to 25 lbs., unassisted.**

Title: Program Coordinator III Grade: F Salary Range: \$3292-\$4106/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Divert Court Program Requisition #: CRT07-1313 Position #: 1132

Job Summary: Plans and coordinates the fiscal, administrative and operational activities for diverse programs, projects, services or contracts. Develops goals and objectives and monitors progress to ensure compliance with established priorities, time limitations, funding limitations or other specifications.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Public Administration, Accounting, Behavioral Science, or in a job related field of study. Two (2) years in a government or legal environment including program coordination experience in a senior or lead role. 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. **Ability to manage program activities, establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and prepare concise reports. Must possess a valid Texas driver's license, with a good driving record. May be required to travel to off-site locations. Proficient in power point and excel and understand SQL structured databases, VPN and internet applications. Knowledge of ten-key components of drug courts.**

Title: Program Manager – Family Violence Advocacy Grade: G Salary Range: \$3551-\$4432/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: District Attorney Requisition #: DA07-1330 Position #: 7643

Job Summary: Manages the daily administrative and operational activities of a program consisting of a set of closely related subprograms; seeks and develops outside funding sources; and serves as principal point of representation and liaison with external constituencies on operational matters.

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: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Health, Public Administration, Social Services, Behavioral Science, or in a job related field of study. Three (3) years of professional work related experience specializing in the assigned area, including one (1) year supervisory experience. **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. Requires knowledge of local, state and federal laws, rules and regulations relevant to the areas of responsibility. Ability to manage program activities, establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures and prepare concise reports. Must possess a valid Texas driver's license, with a good driving record. Ability to lift up to 25lbs., unassisted. May require prolonged sitting or standing.**

Title: Caseworker II Grade: EE Salary Range: \$15.92-\$19.84/hr.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Public Defender – Mental Health Grant Requisition #: PD07-1314 Position #: 5935

Job Summary: Performs social services work to include obtaining information, analyzing client's needs, planning and implementing service plans based on identified needs, counseling clients, coordinating and maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a behavioral or social sciences field, or in a job related field of study. One (1) year of work related experience. 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 possess a valid Texas driver's license, with a good driving record. Ability to travel to various work site locations. This position is grant funded.**

Title: Human Resources Coordinator Grade: E Salary Range: \$3124-\$3899/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Human Resources/Civil Service Requisition #: HR07-1282 Position #: 2081

Job Summary: Provides professional human resources support in the areas of training, staff development, employee relations, special programs, new employee orientation and other related areas. Provides assistance to determine training needs, identify training resources, implement, coordinate and schedule training programs. Assists and participates in employee relations activities related to developing, coordinating and generating employee newsletters, employee contests and wellness programs.

Qualifications: Education and experience equivalent to a bachelor's degree from an accredited college or university in human resources, training, staff development, or in a job related field of study. Two (2) years of professional work related experience in a human resources department required. Professional work related experience in training, staff development, employee relations and/or employee programs preferred. Proficient use of word processing, spreadsheet, presentation, and data base software programs. **Ability to effectively communicate orally and in writing at all levels. Ability to prepare and/or deliver new hire orientation programs, training programs and other related workshops. Strong organizational and planning skills; and ability to develop and create documents, policies, procedures and training materials. Skilled in researching, analyzing and interpreting policies and procedures. Ability to establish and maintain effective working relationships with employees, departments and the general public.**

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: Education and experience equivalent to a Master’s degree from an accredited college or university in mental health or in a job related field of study and three (3) years of work related experience required. Alternatively, a Bachelor’s degree from an accredited college or university in mental health or in a job related field of study and five (5) years of work related experience required. **Must be licensed by the State of Texas in one of the above disciplines. Must obtain mediation training within one (1) year of the employment date. Mandatory drug test prior to and during employment. Requires Texas driver’s license with good driving record. Will be required to make home visits for inspections and evaluations. Must pass a criminal background investigation. Spanish speaking preferred.**

Title: Information Systems Coordinator Grade: IM Salary Range: Commensurate w/experience
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-1281 Position #: TBD (3 positions)

Job Summary: Manages integrate software and hardware systems and assists in the development of these systems. Acts as a liaison with vendors and contractors with regard to the specified systems.

Qualifications: Education and experience equivalent to a Bachelor’s Degree from an accredited college or university in Computer Science, Information Systems or in a job related field of study. Three (3) years work related experience. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Knowledgeable of standard concepts, practices and procedures of applicable systems. Familiar with various storage devices. Working knowledge of all technical and managerial requirements of a large data center including data base administration, operating systems, utilities and procedures. Knowledge of mainframes, PCs, networks, specialized software, internet and office automation tools. Oracle experience and CDM or ICP designation a plus. Ability to manage County-wide projects and multi-level committee structures. Depending on the department, some positions may require non-standard hours, weekends and/or holidays. Positions may require frequent bending, stooping, and/or lifting.**

Title: Network Engineer Grade: JM Salary Range: Commensurate w/experience
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-1052 Position #: 1 TBD

Job Summary: Maintains network systems and services, ensuring service levels are sustained, including servers, routers, switches, firewall, VPN, other IP devices, as well as all critical applications by installing, upgrading, configuring and troubleshooting as required.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Three (3) years of related work experience directly involved with data network and Cisco based network equipment. Experience with Cisco network equipment, voice/data communications, network architecture and network protocols, network monitoring and alerting, firewall configuration maintenance, software updates, network traffic management and QoS configuration, DMZ configuration and management. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must possess a valid Texas driver’s license, with a good driving record. On call 24/7 technical support may be required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.**

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.

Title: Senior Server Administrator Grade: JM Salary Range: Commensurate w/experience
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-1051 Position #: 1 TBD

Job Summary: Provides leadership in the recommendation, development, configuration, installation, administration and optimization of the County's server hardware and software for the County's server-based computer systems. Ensures the availability of client/server applications, configuring new implementations, and developing processes and procedures for ongoing management of the server environment. Assists in overseeing the physical security and integrity of server locations and installations. Diagnoses, resolves, and documents hardware and software server problems in a timely and accurate fashion, and provide end user training and support where required.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of related work experience in Information Technology and experiencing with Novell and Windows servers and operating systems. Strong working experience with hardware, server OS, Active Directory, DNS, DHCP, Visio, etc. Certification in MCP, MCSE, CNA, or CNE preferred. Strong, hands-on technical knowledge of server and PC operating systems, including Active Directory, Windows 2003. Experience installing, configuring, and maintaining all manners of server hardware and associated equipment. General knowledge of storage technologies such as SAN. Knowledgeable of database requirements for high availability, multi-function environments. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must possess a valid Texas driver's license, with a good driving record. On call 24/7 technical support may be required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.**

Title: Senior Developer Grade: LM Salary Range: Commensurate w/experience
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-0828 Position #: 0000 (4 positions)

Job Summary: Analyzes, designs and develops custom applications in a Microsoft.Net environment. Designs, develops, tests, documents and implements new web-based applications and converts/upgrades, tests, documents, and implements existing applications to web-based applications for a centralized web-based management support system. Troubleshoots client/server applications and program.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Management Information Systems, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of work related experience in developing and coding computer systems, to include three (3) years of preferred experience working with Microsoft Visual Basic for Applications (current version). **Must have worked in formal testing environments. Demonstrated ability to troubleshoot performance and interoperability problems between desktop applications, servers and databases. Knowledge of Visual Studio .NET Professional or Enterprise Architect (current version); Knowledge of Microsoft Visual Basic Scripting and Visual Basic Script Host; Knowledge of Active X controls, Object-oriented programming, SQL, Access and ODBC programming tools at the DBO level. Ability to develop Web pages incorporating interactive elements using VBScript, XML or Active, and develop user interfaces using SQL Report Generating Services. Skilled in the use of standard software applications. Knowledge of Internet infrastructure. Must be familiar with Internet development using Microsoft technology (Asp .NET, SQL Server, etc). Ability to effectively communicate both verbally and in writing,**

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.

and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license, with a good driving record. Must pass a background investigation. Required to be on call at all times. Ability to lift and carry up to 25 lbs. unassisted.

Title: Senior Quality Assurance Analyst

List Status: Full-time

Grade: KM

Post: Open to the Public

Salary Range: Commensurate w/experience

Closing Date: Until Filled

Department: Information Technology Services

Requisition #: DS07-0270

Position #: TBD (2 positions)

Job Summary: Assists management with developing and establishing quality assurance standards and measures for information technology services; gathering and analyzing data in support of business cases, proposed projects, and systems requirements; writing test plans and scripts for tracking defects and fixes in product development, software application development, information systems, and operations systems.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Business Administration or in a job related field of study. Four (4) years in an Information Technology environment, which utilizes multiple subsystems, including two (2) years quality assurance experience in a Senior or Lead role. **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. Skilled with Microsoft Project and Microsoft Visio. Knowledge and understanding of automated Quality Assurance systems; Knowledge and understanding of Mercury Testing Tools (e.g. Test Director). Must possess a valid Texas driver's license, with a good driving record.**

Title: Senior Oracle Application/Database Developer – Functional Support

List Status: Full-time

Grade: NM

Post: Open to the Public

Salary Range: Commensurate w/experience

Closing Date: Until Filled

Department: Information Technology Services

Requisition #: DS07-0852

Position #: 6901

Job Summary: Analyzes, designs, implements and maintains Oracle databases and application systems; assesses users needs, creates specifications, and presents best practice recommendations; writes, tests, debugs and documents programs and systems for database access, modification, and reporting; provides technical leadership and consultation on projects; gathers requirements from users for new or enhanced programs and systems and create specifications and recommendations; uses extensive experience, judgment, and creativity to plan and accomplish goals; coordinates project work efforts with other areas of responsibility; works with outside entities when necessary to resolve problems on existing Oracle systems; attends status, design and implementation meetings with IT staff and other department staff and stakeholders.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of related work experience using Oracle Forms, Oracle Reports including Version 6i and using SQL Plus, PL/SQL. Strong working experience with Oracle Applications version 11i financials, human relations, and payroll. **Strong working experience using Oracle APIs for Oracle Applications version 11i. Strong working experience with Unix shell scripting. Strong query tuning experience. Oracle Certified Developer preferred. Knowledgeable of database requirements for high availability, multi-function environments. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must possess a valid Texas driver's license, with a good driving record. Standard office environment. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other**

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.

materials up to 20 lbs., unassisted.

Title: Senior UNIX/Sun Systems Administrator Grade: NM Salary Range: Commensurate w/experience
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-1050 Position #: 1 TBD

Job Summary: Provides team leadership, technical knowledge and skills necessary to recommend, spec-out, configure, install, monitor and support the server hardware and software for the County's UNIX and Sun computer systems.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of related work experience in UNIX / SUN server environment including planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management. Must have one of the following certifications: Sun Solaris Certified System Administrator or IBM Certified AIX System Specialist. Knowledge of server management required; certification in UNIX, and Sun systems administration preferred. Knowledge of core services such as DNS, DHCP, required. Skilled in managing and organizing information technology program activities and identifying problems, evaluating alternatives, and implementing effective solutions. Skilled in reviewing technical data and preparing technical reports. **Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license, with a good driving record. On call 24/7 technical support duties may be required. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 20 lbs., unassisted.**

Title: Senior Database Administrator Grade: NM Salary Range: Commensurate w/experience
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Information Technology Services Requisition #: DS07-0827 Position #: 6644

Job Summary: Designs, reviews, evaluates, implements and maintains application databases. Plans and implements database related activities; completes data backup and recovery, maintenance and system administration; and assists in establishing policies and procedures for database management, security maintenance and utilization for complex databases. Identifies data sources, constructs data decomposition diagrams, provides data flow diagrams and documents the process. Writes codes for database access, modifications, and constructions.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college our university in Computer Science, Information Technology, Mathematics, Engineering, Business Administration or in a job related field of study. Five (5) years of experience as an SQL database administrator, to include two (2) years as a lead administrator, supporting a SQL server at an enterprise level. **Requires extensive working knowledge of SQL servers in various cluster configurations for high availability, transactional replication, DTS packages, SQL profiler, TSQL language, stored procedures, triggers, and with various scripting languages (ex: VBScript, JavaScript, Perl) a plus. Solid understanding of .NET/SQL based applications, Windows environment, RAID Levels. 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 user community. Must possess a valid Texas driver's license, with a good driving record. Must pass a background investigation. Required to be on call at all times. Must be able to visit various off-site locations. Ability to lift and carry up to 25 lbs. unassisted.**

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.

Title: Senior Oracle DBA

List Status: Full-time

Grade: OM

Post: Open to the Public

Salary Range: Commensurate w/experience

Closing Date: Until Filled

Department: Information Technology Services

Requisition #: DS07-0767

Position #: 0000 (2 positions)

Job Summary: Provides strategic and technical leadership for the County's Oracle infrastructure and projects. Oversees project planning, database upgrading, and the designing of and planning for Oracle based applications. Supervises the maintenance, monitoring, backup and disaster recovery support for the production and development of Oracle databases.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Information Technology, Business Administration or closely related field. Seven (7) years work experience in data base administration planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management, with at least one (1) year of experience as a lead administrator. **Knowledgeable of database requirements for high availability environments. Proficient in setting up database security levels, applying shell scripting tools, and the use of database software. Working knowledge of database platforms would be considered beneficial. In depth working knowledge of the Oracle platform and all associated administrative tools. Working knowledge of additional database platforms such as SQL Server would be considered beneficial. Demonstrated ability to automate routine DBA tasks with Shell scripting. Advanced knowledge of Oracle DBA tasks (proactive monitoring and identifying of areas that need to be improved in the application or database). Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Required to be on call. Must possess a valid Texas driver's license, with a good driving record. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 25 lbs., unassisted. Position # 6905, 6906.**

Title: IT Enterprise Architect

List Status: Full-time

Grade: OM

Post: Open to the Public

Salary Range: Commensurate w/experience

Closing Date: Until Filled

Department: Information Technology Services

Requisition #: DS07-0027

Position #: 6640

Job Summary: Designs the IT architecture for the County on an enterprise level. Defines system and application architecture. Develops, recommends and executes strategic plans by mapping information technology capabilities to business needs; assists in developing policies, guidelines, standards and procedures; and documents relationships between business rules and information technology solutions.

Qualifications: Education and/or experience equivalent to a Master's degree from an accredited college or university in Computer Science, Information Technology, or a job related field of study. Five (5) years of professional work related experience in information systems architecture with multiple hardware platforms, operating systems, databases, and application development platforms. Requires the ability to synthesize complex, unstructured and ambiguous information and provide appropriate technology to solve business problems. Familiarity with implementing Service Oriented Architectures (SOA). Knowledge of EA framework (i.e. Zachman, TOGAF) at an enterprise level, application integration, data warehousing/business intelligence, and network architectures. **Exceptional analytical and problem solving skills. Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, with exceptional analytical and problem solving skills, and ability to establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license, with a good driving record.**

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.

Title: Deputy Constable I

List Status: Full-time

Grade: 66

Post: Open to the Public

Salary Range: \$20.53/hr.

Closing Date: Until Filled

Department: Constable Precinct #5

Requisition #: CON07-1260

Position #: 2038

Department: Constable Precinct #1

Requisition #: CON07-1202

Position #: 0000 (2 positions)

Department: Constable Precinct #4

Requisition #: CON07-1153

Position #: 0000 (4 positions)

Department: Constable Precinct #3

Requisition #: CON07-1152

Position #: 1277

Department: Constable Precinct #5

Requisition #: CON07-1117

Position #: 1284

Department: Constable Precinct #1

Requisition #: CON07-1088

Position #: 0000 (2 positions)

Job Summary: Performs licensed peace officer tasks in accordance with State and local laws and the policies and procedures of the Constable's Office and performs bailiff tasks for the Justice of the Peace.

Qualifications: TCLEOSE (Texas Commission on Law Enforcement Officer Standards and Education) and one of the following combinations: Thirty (30) hours of college from an accredited college or university with a grade "C" or better and one (1) year of law enforcement experience; or fifteen (15) college hours from an accredited college or university and two (2) years law enforcement experience; or three (3) years law enforcement experience. A candidate may be considered for a Deputy recruit at a lower salary grade with one of the following: certified Law Enforcement Officer, one (1) year of law enforcement experience or thirty hours of college from an accredited college or university with a grade "C" or better. **Must be at least 21 years of age and possess a valid Texas driver's license. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with departments and the general public. Mandatory drug test prior to and during employment. Mandatory physical and psychological exam. Must pass criminal history check. Ability to work varied days & shifts, to include holidays and weekends. Constable Pct #1 position#: 1433, 0312. Constable Pct# 4 position #: 4379,1356. Constable Pct #4 (4) positions TBD . Constable Pct #1 position#: 7431,7432.**

Title: Internal Auditor I

List Status: Full-time

Grade: 12

Post: Open to the Public

Salary Range: \$2811-\$3508/mo.

Closing Date: Until Filled

Department: Auditor

Requisition #: AUD07-1253

Position #: 7459

Job Summary: Performs limited fiscal and contractual audits of records of various county departments and/or grants and assists in the preparation of reports.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Accounting, Finance or in a job related field of study. 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 possess strong analytical, computer, written and oral communication skills. Must be able to work independently. Must provide own transportation.**

Title: Administrative Coordinator

List Status: Full-time

Grade: E

Post: Open to the Public

Salary Range: \$18.03-\$22.49/hr.

Closing Date: Until Filled

Department: Auditor

Requisition #: AUD07-1332

Position #: 0989

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.

Job Summary: Reviews Commissioners Court agendas, corrects county-wide time and attendance errors and performs special ad-hoc audits. Initiates ad-hoc audits steps for reported or observed control weaknesses. Prepares schedules, analyses and audits including but not limited to judicial cost review telephone expenses and commissions, time and attendance entries, and voucher charge.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Business, or in a job related field of study. Two (2) years of work related experience. **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.**

Title: Internal Auditor II Grade: E Salary Range: \$3124-\$3899/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Auditor Requisition #: AUD07-1056 Position #: 0985

Job Summary: Examines records of various Dallas County departments and performs test as outlined in standard audit programs to verify compliance with applicable laws, County policies and procedures, grant guidelines and generally accepted accounting procedures; documents findings; and prepares draft of formal audit reports and exit conferences.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Accounting, Finance or job related field of study. Two (2) years of work related experience. **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. Requires a valid Texas driver's license with a good driving record. Most work is completed off-site. Must possess strong analytical, computer, written and oral communication skills. Must be able to work independently. Two years audit related work experience. Must provide own transportation.**

Title: Accounting Supervisor Grade: F Salary Range: \$3292-\$4106/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: District Clerk Requisition #: DC07-1057 Position #: 6023

Job Summary: Supervises the daily activities of the Trust/Collections Division of the District Clerk's Office to include reviewing tax case excess funds, auditing final cases, accounting for cash bonds posted, processing order of sales, accounts receivable data maintenance, compliance and bank reconciliation.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration or in a job related field of study. Two (2) years of professional work related experience. 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. Requires knowledge of local, state and federal laws, rules and regulations relevant to the area of responsibility. Ability to manage program activities, establish goals and objectives, devise solutions to administrative problems, develop and evaluate administrative policies and procedures, and prepare concise reports.**

Title: Internal Auditor III Grade: G Salary Range: \$3551-\$4432/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Auditor Requisition #: AUD07-1228 Position #: 7835

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.

Department: Auditor

Requisition #: AUD07-1154 Position #: 6363

Job Summary: Acts as a lead auditor and an official liaison for assigned responsibilities county-wide for financial, statutory and ad-hoc audits of all County departments, contracts and policies; resolves complex audit or accounting issues; performs special projects and audits of a sensitive or critical nature; and prepares various reports.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance or in a job related field of study. Three (3) years of work related experience. Skilled in the use of standard software applications. **Must possess strong analytical, written and verbal communication skills, and establish and maintain effective working relationships with employees, departments and the general public. Requires thorough knowledge of the Single Audit Act and OMB circulars. Examines records of various Dallas County departments and sub-recipients, and performs tests as outlined in standard audit programs to verify compliance with applicable laws, County policies and procedures, grant guidelines and generally accepted accounting procedures; documents findings; and prepares draft of formal audit reports and exit conferences. Requires a valid Texas driver's license with good driving record. May be required to complete work off-site. Knowledge in compliance auditing, TEA regulations and guidelines. Strong accounting and financial statements background. Good knowledge of computer applications program. Experience with Oracle a plus. Must provide own transportation. Position #: 7835, CPA is a plus.**

Title: Senior Information Systems Auditor

Grade: IM

Salary Range: \$4258-\$5316/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Auditor

Requisition #: AUD07-1226 Position #: 0410

Job Summary: Performs systems upgrades, testing, implementation, maintenance, problem resolution and technical support for the Enterprise Resource Planning (ERP) and Oracle systems.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Business, Information Technology or job related field of study. Three (3) years of work related experience in auditing information systems in a complex information technology environment. **Familiar with ERP and database management systems. Must possess strong communication, organizational and accounting auditing or information technology skills. Familiarity with Oracle Financials a plus. Certified Information Systems Auditor (CISA) certification preferred.**

Title: LVN III

Grade: 10

Salary Range: \$14.60-\$18.21/hr.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: HHS – TB Refugee Clinic

Requisition #: HHS07-0559 Position #: 7215

Job Summary: Provides nursing care to patients in the field, which includes giving and reading skin tests and dispensing medications to support medical objectives.

Qualifications: Graduation from an accredited high school/GED program. Completion of an accredited LVN program. No experience required. Licensed in the State of Texas as a vocational nurse. 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 possess a valid Texas driver's license, with a good driving record. Must be able to walk, stand and sit for prolonged periods. Requires the ability to lift weights in excess of 50 lbs., assisted.**

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.

Title: Building Inspector Grade: 10 Salary Range: \$14.60-\$18.21/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled
 Department: HHS – Section 8 Requisition #: HHS07-1254 Position #: 8721

Job Summary: Performs inspections on new and existing residential structures to ensure compliance with applicable code and zoning ordinances.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in industrial arts, business, or in a job related field of study. One (1) year of work related experience. Knowledge 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. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Must possess a valid Texas driver's license, with a good driving record. Ability to travel to various work site locations. 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 weather conditions.**

Title: Data Analyst II Grade: D Salary Range: \$2984-\$3724/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled
 Department: HHS – Immunization Requisition #: HHS07-1030 Position #: 7195

Job Summary: Maintains databases and other health related information; designs and implements programming, flow charts, design logic, tests, debugs and other software.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Computer Science, Statistics, or in a job related field of study. One (1) year of work related experience. **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. Ability to withstand prolonged sitting. Ability to lift up to 20 lbs., unassisted**

Title: Entomologist/Vector Control Supervisor Grade: E Salary Range: \$3124-\$3899/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled
 Department: HHS – Environmental Health Requisition #: HHS07-1344 Position #: 6370

Job Summary: Supervises, plans and organizes the services of Dallas County's Mosquito/Vector Control Program and performs field work that involves detecting, preventing and controlling disease outbreaks associated with arthropods/insects.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Biology, Chemistry, Entomology, or in a job related field of study. One (1) year of work related experience, including one (1) year supervisory experience. **Knowledge 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 obtain Certified Pesticide Applicator License within six (6) months of employment. Must be familiar with pesticides use and safety. Knowledge of principles, practices, and procedures used in Entomology. 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. Ability to walk rough terrain. Ability to travel to various work site locations.**

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.

Title: Accountant II Grade: E Salary Range: \$3124-\$3899/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled
Department: HHS-Grants Requisition #: HHS07-1345 Position #: 7684

Job Summary: Performs complex accounting transactions to analyze, research, and review financial information. Analyzes, reconciles, and tests general ledger data for various statutory or county funds.
Qualifications: Bachelor's degree from an accredited college or university in Accounting, Finance, or in a job related field of study. One (1) year of additional work related experience. **Must be familiar in the areas of bank deposits, general ledger reconciliation, transfers, and account payables and receivables. Must possess excellent customer service, communication, and analytical skills. Skilled in the use of standard software applications. Skilled in 10-key by touch. Standard office environment. May require prolonged sitting at a computer.**

Title: STD Operations Manager Grade: H Salary Range: \$3824-\$4774/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled
Department: HHS – VD Epidemiology Requisition #: HHS07-0931 Position #: 5076

Job Summary: Manages and evaluates the Disease Intervention staff and operation, ensuring the timely follow-up of all reportable sexually transmitted diseases (STDs) occurring in the community.
Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Health, or in a job related field of study. Three (3) years of professional work related experience, including one (1) year of supervisory experience. 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 possess a valid Texas driver's license, with a good driving record and reliable-transportation. Must be ambulatory. Ability to lift up to 25 lbs., unassisted. Ability to travel to various work site locations.**

Title: Human Resources Administrator II Grade: I Salary Range: \$4132-\$5158/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled
Department: HHS – Administration Requisition #: HHS07-0783 Position #: 5235

Job Summary: Performs professional human resources management and administrative duties for a large department which includes planning, development and implementation of the activities in the areas of recruitment and selection, employee relations, training, compensation, employee benefits, safety and workers' compensation.
Qualifications: Education and experience equivalent to a Bachelor's Degree from an accredited college or university in a job related field of study. Three (3) years of professional human resources experience in three or more of the following areas: recruitment and selection, classification and compensation, employee relations and training, risk management, and/or employee benefits. **Requires knowledge of employment laws, policies and procedures. 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.**

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.

Title: Case Manager Grade: DD Salary Range: \$15.06-\$18.81/hr.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: HHS – Section 8 Requisition #: HHS07-1292 Position #: 4993

Job Summary: Manages a client caseload for housing and other related social services programs.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Social Services, or in a job related field of study. One (1) year of work related experience. 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 possess a valid Texas driver's license, with a good driving record and reliable transportation. Requires extensive travel to conduct client home visits.**

Title: Disease Intervention Specialist III Grade: EE Salary Range: \$2759-\$3438/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: HHS – VD Epidemiology Requisition #: HHS07-1273 Position #: 5149
Department: HHS – TB Prevention Requisition #: HHS07-0785 Position #: 6951

Job Summary: Interviews, educates and counsels patients with sexually transmitted/communicable diseases and makes field visits to locate and notify associated individuals.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Social Services, Health or in a job related field of study. Two (2) years work related experience. **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 possess a valid Texas driver's license, with a good driving record and reliable transportation.**

Title: Case Management Supervisor (Housing) Grade: FF Salary Range: \$2893-\$3611/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: HHS – Section 8 Requisition #: HHS07-1255 Position #: 0308

Job Summary: Trains and supervises Section 8 case managers/caseworkers to ensure effective delivery of housing assistance and support services in compliance with program regulations and County policies and procedures.

Qualifications: Education and experience equivalent to a Bachelor's degree in Behavioral Science, Counseling, Social Services, or in a job related field of study. Two (2) years of work related experience, including one (1) year of supervisory experience. 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. Requires basic management, interviewing, and counseling skills.**

Title: Registered Nurse II Grade: FM Salary Range: \$3432-\$4284/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: HHS – TB Prevention Requisition #: HHS07-1233 Position #: 5103
Department: HHS – STD Clinic Requisition #: HHS07-1232 Position #: 2916
Department: HHS – STD Clinic Requisition #: HHS07-0941 Position #: 2919

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.

Department: HHS – STD Clinic

Requisition #: HHS07-0052 Position #: 5675

Job Summary: Performs health screening and assessment services, initiates treatments and/or immunizations per approved protocol; and provides education and counseling to patients and other professionals.

Qualifications: Graduation from an accredited school of Nursing. One (1) year of work related experience as a Registered Nurse. **Skilled in the use of standard software applications. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationship with employees, departments and the general public. Must be licensed in the State of Texas as a Registered Nurse. Ability to withstand prolonged standing, walking, sitting and the ability to lift up to 25 lbs., unassisted. Requires a valid Texas driver's license, with a good driving record, reliable transportation, and current liability insurance. Ability to travel to various work site locations.**

Title: Quality Assurance Administrator

Grade: HM

Salary Range: \$3954-\$4936/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: HHS – Grants

Requisition #: HHS07-0807 Position #: 7371

Job Summary: Develops, implements and administers a medical quality assurance program to include developing quality management tools, monitoring quality, conducting audits, resolving programmatic issues, and ensuring compliance with established policies, procedures and all mandated federal, state and local laws and regulations.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Nursing, or in a job related field of study. Three (3) years of nursing experience, including one (1) year supervisory experience. **Must be a licensed Registered Nurse in the state of Texas. Knowledge of standard software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationship with employees, departments and the general public. Ability to travel to various work site locations. Must possess a valid Texas driver's license, with a good driving record.**

Title: Nursing Coordinator

Grade: IM

Salary Range: \$4258-\$5316/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: HHS – Public Nursing

Requisition #: HHS07-1274 Position #: 6746

Job Summary: Manages and assists with planning, assessing, developing, implementing, and evaluating the daily activities of one or more specialized areas of a program; trains and supervises program staff; and serves as a program consultant and liaison to other healthcare and community agencies.

Qualifications: Bachelor's degree from an accredited college or university in Nursing. Three (3) years experience as a Registered Nurse, with one (1) year experience supervising exempt employees or in a specialty field. **Must be licensed as a Registered Nurse in the State of Texas. Must possess a valid Texas driver's license, with a good driving record. Extensive knowledge of the principles and practices of public health and disease intervention/prevention strategies. 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. Ability to withstand prolonged standing, walking, sitting and the ability to lift up to 25 lbs., unassisted. Ability to travel to various work site locations.**

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.

Title: Nursing Practitioner/Physician Assistant Grade: LM Salary Range: \$5203-\$6492/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: HHS – Public Nursing Requisition #: HHS07-1346 Position #: 6863

Job Summary: Delivers a broad range of medical services to individuals in Dallas County. Conducts medical screenings in Dallas County in compliance with approved medical practices as well as local, state and federal standards, to include taking patients medical and sexual histories, examining patients, ordering and interpreting x-rays, laboratory and other diagnostic tests, conferring with physician as appropriate, and relieving the physician of routine duties and procedures.

Qualifications: Education and experience equivalent to a Bachelor’s Degree from an accredited college or university in Nursing and completion of an accredited Nurse Practitioner program. **One (1) year experience as a Registered Nurse and one (1) year experience in an advanced nursing role or in a specialty field or; Must have graduated from a CAHEA approved Physician Assistant program and possess one (1) year of related experience. Must be licensed as a Registered Nurse and Physician Assistant in the State of Texas. Knowledge 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 be able to perform specialized nursing skills and medical services. Must possess a valid Texas driver’s license, with a good driving record. Ability to lift/transport clinic related supplies up to 25 lbs., unassisted. Ability to visit various work site locations.**

Title: Assistant Director PH/Communicable Disease Grade: MM Salary Range: \$5589-\$6975/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Health & Human Services Requisition #: HHS07-0056 Position #: 4282

Job Summary: Directs all activities of the communicable disease nursing services division.

Qualifications: Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Nursing. Three (3) years of professional work related experience, including two (2) years supervisory experience. Licensed Nurse Practitioner with license to practice in the State of Texas. **Knowledge of Standard software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationship with employees, departments and the general public. Must possess a valid Texas driver’s license, with a good driving record. Ability to travel to various work site locations.**

Title: Manager of Substance Abuse Services Grade: TBD Salary Range: commensurate w/experience
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Administration Requisition #: JUV07-1317 Position #: TBD

Job Summary: Manages internal and contractual substance abuse programs by researching and implementing treatment protocols, coordinating clinical supervision, monitoring site reviews of contract service providers/programs, and ensuring efficient utilization of alternative funding sources.

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: Education and experience equivalent to a Bachelor’s degree in Behavioral Science, Corrections, Criminal Justice or in a related field of study. Four (4) years of additional experience working with substance abuse service provision including three (3) years professional supervisory experience. Skilled in the use of standard software applications. **Ability to effectively communicate both verbally and in writing, and maintain effective working relationships with employees, departments and the general public. Must be a Licensed Chemical Dependency Counselor. Must be certified in First Aide or CPR. Must pass criminal background investigation. Must have a valid Texas driver’s license, with a good driving record and reliable transportation. Mandatory drug test prior to, and random unannounced drug/alcohol screens during employment. Must become certified as a Juvenile Probation Officer within six months of hire. Ability to climb stairs, operate a motor vehicle and travel to various worksite locations. May be required to carry up to 25lbs. unassisted.**

Title: Title IV-E Specialist	Grade: 12	Salary Range: \$16.22-\$20.24/hr.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Juvenile – Placement	Requisition #: JUV07-1005	Position #: 7392

Job Summary: Identifies eligible Title IV-E youths housed at the detention facilities to determine eligibility for reimbursement; audits case files to determine compliance and correct any variances; and assists TJPC auditors in their audit of Title IV-E.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Business, Education, Social Science, or in a job related field of study. Knowledge 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.**

Title: Teacher	Grade: D	Salary Range: \$2984-\$3724/mo.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Juvenile – Charter	Requisition #: JUV07-1293	Position #: 0327
Department: Juvenile – JJAEP	Requisition #: JUV07-0968	Position #: 2012

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 Dallas County Juvenile Alternative Education Program (DCJJAEP), 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. Texas state teacher certification preferred. 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. Requires successful completion of an extensive background investigation. Mandatory drug test prior to and during employment. Standard classroom environment within a secured facility. May require prolonged sitting, standing, walking and ability to lift and carry up to 25 lbs., unassisted. Position #: 0327 – Science Teacher 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.

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

Title: Business Manager Grade: G Salary Range: \$3551-\$4432/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Youth Village Requisition #: JUV07-1125 Position #: 2962

Job Summary: Manages fiscal, budgetary, procurement, food service, janitorial, maintenance, safety, administrative and operational activities for an assigned facility to ensure compliance with applicable local, state and federal guidelines and departmental policies, procedures and standards.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, or in a job related field of study. Three (3) years of professional work related experience, including one (1) year supervisory experience. **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 possess a valid Texas Driver's License, with a good driving record. 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. Must be able to visit various off-site locations.**

Title: Operations Manager (Fiscal) Grade: G Salary Range: \$3551-\$4432/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Charter Requisition #: JUV07-1315 Position #: 7714

Job Summary: Coordinates and monitors the operational program for eight (8) campuses for students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS), to ensure compliance with established policies and procedures and all mandated federal, state, and local laws and regulations.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Education, Education Administration, Business Administration, or in a job related field of study. Three (3) years of professional work related experience in an educational environment. **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. Standard office environment within a secured facility. Ability to lift and carry up to 25 lbs., unassisted.**

Title: Program Manager II Grade: I Salary Range: \$4132-\$5158/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile Detention Requisition #: JUV07-1340 Position #: 2815
 Department: Juvenile – Youth Village Requisition #: JUV07-1298 Position #: 2950
 Department: Juvenile – Medlock Requisition #: JUV07-1177 Position #: 8384

Job Summary: Performs moderately complex managerial work overseeing the operational planning, establishment, execution, and evaluation of a program or project typically consisting of a set of closely related subprograms or associated activities; oversees fiscal, operational, administrative, and human resources management of the program; seeks and develops outside funding sources, serves as principal point of representation and liaison with external constituencies on operational matters, and provides day-to-day technical/professional guidance and leadership as appropriate to the area of expertise.

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: Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Business, Health, Public Administration, Social Services, Behavioral Science, or in a job related field of study. Three (3) years of professional work related experience specializing in the assigned area, including two (2) years supervisory experience. **Must become a Certified Juvenile Probation Officer and obtain a CPR certification within six months of employment. 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. 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 possess a valid Texas driver’s license, with a good driving record. Ability to lift up to 25lbs., unassisted. May require prolonged sitting or standing. Ability to travel to various work site locations. Position may be located within a secured facility.**

Title: Manager of Research and Statistics Grade: J Salary Range: \$4491-\$5606/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Administration Requisition #: JUV07-0808 Position #: 5077

Job Summary: Plans, directs, coordinates and integrates all research and evaluation activities for the department.

Qualifications: Education and experience equivalent to a Master’s degree from an accredited college or university in Research, Statistics, Information Science, Mathematics, Political Science, Criminal Justice, Psychology, Sociology, or in a job related field of study. Three (3) years of professional work related experience in research and evaluation. **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. Skilled in database design and management. Proficiency in applying advanced analytical software (e.g., Stata, SAS, SPSS, etc.). Extensive knowledge of social science research methods and statistical analysis and the ability to conduct both qualitative and quantitative research. Familiarity with the criminal justice/juvenile justice research literature. Must pass an extensive background investigation. Must possess a valid Texas driver’s license, with a good driving record. Standard office environment within a secured facility. Ability to lift and carry up to 25 lbs., unassisted. Ability to travel to various work site locations.**

Title: Education Services Administrator Grade: K Salary Range: \$4813-\$6007/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Charter Requisition #: JUV07-0742 Position #: 8730

Job Summary: Provides leadership and coordination to the instructional, operational and administrative program activities for all students enrolled in the Dallas County Juvenile Justice Charter School (DCJJCS) and the Dallas County Juvenile Justice Alternative Education Program (DCJJAEP) to ensure compliance with established policies and procedures and all mandated federal, state and local laws and regulations.

Qualifications: Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Education, Education Administration, Business Administration, or in a job related field of study. Five (5) years of professional work related experience in education or education administration, including three (3) years management related experience in an educational environment. **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. Texas State Professional Administrator certification preferred. Must possess a valid Texas driver’s license, with a**

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.

good driving record. 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. Ability to lift and carry up to 25 lbs., unassisted. Must be able to visit various off-site locations.

Title: Superintendent Juvenile Detention Grade: L Salary Range: \$5092-\$6354/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile Detention Requisition #: JUV07-1341 Position #: 2836

Job Summary: Plans, organizes and directs all operational activities of a 24-hour juvenile detention center in compliance with policies and procedures as set forth by Dallas County Commissioners Court and the department and standards established by local, state and federal statutes.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a Behavioral Science field, Criminal Justice, Business Administration, Public Administration or in a job related field of study. Five (5) years of professional work related experience with juveniles in a detention or residential facility where programming and counseling were primary responsibilities, including four (4) years in a supervisory or management capacity. **Knowledge 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. Certified Probation Officer, Child Care Administrator and CPR/First Aid certified within six (6) months of employment. Must possess a valid Texas driver's license, with a good driving record. 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. Ability to be on call 24-hours a day. Must be able to visit various off-site locations.**

Title: Juvenile Detention Officer I Grade: AA Salary Range: \$12.79-\$15.98/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile Detention Requisition #: JUV07-1333 Position #: 2073
 Department: Juvenile Detention Requisition #: JUV07-1308 Position #: 5069
 Department: Juvenile Detention Requisition #: JUV07-1256 Position #: 0000 (2 positions)
 Department: Juvenile Detention Requisition #: JUV07-1231 Position #: 7592
 Department: Juvenile Detention Requisition #: JUV07-1178 Position #: 2901
 Department: Juvenile Detention Requisition #: JUV07-1096 Position #: 4451

Job Summary: Functions as an entry level Juvenile Detention Officer and works under close supervision providing supervision to residents in a 24 hour detention facility.

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: Graduation from an accredited high school/GED program. Three (3) years 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 public. Must obtain First Aid/CPR Certification within 90 days of hire. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must be at least 21 years of age or older. Must possess a valid Texas driver's license, with a good driving record. Must pass an extensive criminal 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 with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to transport youths. Varied Shifts – 24 hour operation. Position #: 3035, 2203.**

Title: Juvenile Detention Officer II	Grade: BB	Salary Range: \$13.51-\$16.87/hr.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Juvenile Detention	Requisition #: JUV07-1124	Position #: 6129
Department: Juvenile Detention	Requisition #: JUV07-1059	Position #: 6409
Department: Juvenile Detention	Requisition #: JUV07-1006	Position #: 0000 (4 positions)
Department: Juvenile Detention	Requisition #: JUV07-0809	Position #: 3032
Department: Juvenile Detention	Requisition #: JUV07-0762	Position #: 5843

Job Summary: Functions as a journey level Juvenile Detention Officer, providing direct supervision to youths in a 24-hour detention facility.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology, Business Management, Public Administration, Education or in a job related field of study. One (1) year of work related experience. 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 within 90 days of hire. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must be 21 years of age or older. Must possess a valid Texas driver's license, with a good driving record. 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. Position #: 5835, 3028, 5836, 6136.**

Title: Juvenile Detention Officer III	Grade: CC	Salary Range: \$14.28-\$17.82/hr.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Juvenile Detention	Requisition #: JUV07-1309	Position #: 0000 (14 positions)
Department: Juvenile Detention	Requisition #: JUV07-1294	Position #: 6155
Department: Juvenile Detention	Requisition #: JUV07-1098	Position #: 2924
Department: Juvenile Detention	Requisition #: JUV07-1097	Position #: 0000 (2 positions)
Department: Juvenile Detention	Requisition #: JUV07-1024	Position #: 3017
Department: Juvenile Detention	Requisition #: JUV07-0988	Position #: 5415

Job Summary: Functions as a lead Juvenile Detention Officer in providing direct supervision to youths in a 24-hour detention facility and assists in the development and evaluation of detention programs.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology,

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.

Business Management, Public Administration, or in a job related field of study. Two (2) years of work related experience. Ability to effectively communicate, both verbally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. **Must be certified as a TJPC Detention Officer after six months employment. Must have current Red Cross First Aid/CPR certification or obtain within 90 days of hire. Must maintain 40 hours of training yearly. Must be 21 years of age or older. Must be certified as required by applicable standards of the facility/department assigned. Must possess a valid Texas driver's license, with a good driving record. 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. Juvenile Detention position #: 7479, 7480, 7481, 7482, 7483, 7485, 7486, 7491, 7492, 7493, 7494, 7495, 7496, 7497. Juvenile-Detention position # 3018,3026.**

Title: Juvenile Residential Officer I Grade: AA Salary Range: \$12.79-\$15.98/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Youth Village Requisition #: JUV07-0932 Position #: 5419

Job Summary: Functions as an entry level Juvenile Residential Officer and works under close supervision providing supervision to residents in a 24 hour residential facility.

Qualifications: Graduation from an accredited high school/GED program. Three (3) years 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 public. Must obtain First Aid/CPR Certification within 90 days of hire. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must be at least 21 years of age or older. Must possess a valid Texas driver's license, with a good driving record. Must pass an extensive criminal 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 with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to transport youths. Varied Shifts – 24 hour operation.**

Title: Juvenile Residential Officer III Grade: CC Salary Range: \$14.28-\$17.82/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Day Reporting Center Requisition #: JUV07-1310 Position #: TBD
 Department: Juvenile – Youth Village Requisition #: JUV07-1206 Position #: 5422
 Department: Juvenile – Youth Village Requisition #: JUV07-1179 Position #: 6857
 Department: Juvenile – Youth Village Requisition #: JUV07-1135 Position #: 2963
 Department: Juvenile – Letot Requisition #: JUV07-1061 Position #: 3863
 Department: Juvenile – Letot Requisition #: JUV07-0989 Position #: 0000 (2 positions)
 Department: Juvenile – Youth Village Requisition #: JUV07-0889 Position #: 2961

Job Summary: Functions as a lead Juvenile Residential Officer in providing direct supervision to youths in a 24-hour residential facility and assists in the development and evaluation of residential programs.

Qualifications: Education and experience equivalent to an Associate's degree from an accredited college or university in Criminology, Corrections, Counseling, Law, Social Work, Psychology, Sociology, Cultural Anthropology, Business Management, Public Administration, or in a job related field of study. Two (2) years of work related experience. **Ability to effectively communicate, both verbally and in writing, and establish and maintain**

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: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. One (1) year of work related experience. **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 within 90 days of hire. Must be 21 years of age or older. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must possess a valid Texas driver's license, with a good driving record. 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 with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to transport youths.**

Title: Juvenile Residential Supervisor Grade: EE Salary Range: \$2759-\$3438/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Letot Requisition #: JUV07-1318 Position #: TBD

Job Summary: Functions as a shift supervisor in an assigned residential facility, ensures the efficient operation of the facility by assisting in the development and evaluation of all programs and maintains adequate staffing levels in compliance with policies and procedures, federal, state and local regulations and licensing requirements.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a job related field of study. One (1) year of work related experience. **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 within 90 days of hire. Must be 21 years of age or older. Must be certified as required by applicable standards for the facility/department assigned within six months of employment. Must possess a valid Texas driver's license, with a good driving record. 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 with potential exposure to hepatitis, tuberculosis, lice and other diseases. Ability to restrain and/or chase youths. May be required to utilize vehicle to transport youths.**

Title: Lead Caseworker Grade: FF Salary Range: \$2893-\$3611/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Marzelle Hill Center Requisition #: JUV07-1316 Position #: TBD

Job Summary: Coordinates case management activities and assists caseworkers or case managers in performing social services work to include obtaining information, analyzing client's needs, planning and implementing service plans, counseling clients, maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

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: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a behavioral or social sciences field, or in a job related field of study. Two (2) years of work related experience. 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. Licensed Master Social Worker, Licensed Professional Counselor and Licensed in the specialized area of responsibility preferred. Must possess a valid Texas driver's license, with a good driving record. This position requires the incumbent become a Certified Juvenile Probation Officer and obtain a CPR/First Aid certification within six months of hire. Also must maintain at least 40 hours per year of in-service training. 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. Located within a secured facility and require the ability to restrain and/or chase youth. Ability to travel to various work site locations.**

Title: Caseworker II Grade: EE Salary Range: \$15.92-\$19.84/hr.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Juvenile – Letot Requisition #: JUV07-1156 Position #: 5194

Job Summary: Performs social services work to include obtaining information, analyzing client's needs, planning and implementing service plans based on identified needs, counseling clients, coordinating and maintaining communication with clients families and service providers for medical, social, financial, educational, housing, and/or related service needs.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in a legal, behavioral or social sciences field, or in a job related field of study. One (1) year of work related experience. Requires the incumbent become a Certified Juvenile Probation Office within six months of employment. **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. Ability to travel to various work site locations. Position may be located within a secured facility and require the ability to restrain and/or chase youth. 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 possess a valid Texas Driver's License, with a good driving record. Requires some weekend shifts on a rotating basis.**

Title: Trace Evidence Examiner Grade: FM Salary Range: \$3432-\$4284/mo.
 List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Institute of Forensic Sciences Requisition #: IFS07-0096 Position #: 4012

Job Summary: Applies scientific principles and uses specialized instrumentation to perform a variety of complex, independent chemical and physical laboratory tests, analyses, classifications, comparisons and identifications on all types of physical evidence using established protocols, with emphasis and expertise in one or more sub-specialty areas.

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: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Chemistry, Physical or Natural Sciences with a strong chemistry background or in a job related field of study. One (1) year of additional work related experience required. Performs work in a laboratory environment, although crime scene search and assessment will involve a variety of environmental conditions; routinely required to work in areas with potential exposure to biological and/or chemical hazards; required to use good laboratory practices and safety precautions including the use of personal protective equipment. **Must possess manual dexterity and visual acuity sufficient to accurately execute standard protocols; moderate lifting may be required; frequent and often unanticipated travel within the state of Texas is required. Must possess thorough, current knowledge of principles, techniques and procedures of forensic sciences sub-specialty area; ability to operate and maintain sophisticated laboratory instrumentation; skilled in the use of standard laboratory equipment; thorough knowledge in chemical and biological safe handling procedures; detailed understanding of established evidence handling procedures; working knowledge of personal computers and standard applications; ability to communicate in a concise and effective manner. Ability to communicate scientific information to lay persons in an understandable manner. Ability to work cooperatively with others; and the ability to establish work priorities and work with minimal supervision.**

Title: Drug Chemist II

Grade: FM

Salary Range: \$3432-\$4284/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Institute of Forensic Sciences

Requisition #: IFS07-0676

Position #: 1516

Job Summary: Performs complex analytical procedures to determine the presence and quantity of suspected controlled substances and other forensic specimens. Maintains, troubleshoots and repairs specialized instrumentation. Interprets and evaluates analytical results for reporting purposes. Reviews and evaluates case contents; and prepares written reports and testifies in legal proceedings.

Qualifications: Bachelor's Degree in Chemistry or in a related field of study. One (1) year of additional, related work experience. **Ability to operate, maintain, troubleshoot, and/or repair specialized laboratory instrumentation; degree level knowledge of applicable scientific disciplines; skilled in the use of standard laboratory techniques; working knowledge of chemical and biological safe handling procedures; ability to effectively communicate both verbally and in writing; ability to establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas driver's license with a good driving record and reliable transportation. Must pass an extensive background investigation. Required to work in areas with potential exposure to biological and/or chemical hazards. Required to follow good laboratory practices and safety precautions including the use of personal protective equipment. Requires prolonged sitting, standing, walking, and the ability to lift files, boxes, and other materials up to 50 lbs., unassisted.**

Title: Firearms Examiner

Grade: GM

Salary Range: \$3689-\$4602/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Institute of Forensic Sciences

Requisition #: IFS07-0098

Position #: 5405

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.

Job Summary: Performs a variety of complex, independent physical and microscopic laboratory tests, analyses, classifications, comparisons and identifications on all types of toolmarks, firearms and ammunition and other types of physical evidence using established protocols. Provides scientific consultation services to submitters and other interested parties and may offer recommendations for relevant analysis on submitted items. Interprets analytical results and prepares written opinion reports regarding findings. Testifies in legal proceedings regarding validity of testing protocols. Performs various quality control procedures and is responsible for ensuring the integrity of evidence by using established handling protocols.

Qualifications: Education and experience equivalent to a Bachelor’s degree from an accredited college or university in Physical Sciences, Chemistry or in a job related field of study. One (1) year of additional work related experience. **Must possess thorough, current knowledge of principles, techniques and procedures of firearms and toolmarks analysis, thorough knowledge in chemical and biological safe handling procedures; detailed understanding of established evidence handling procedures; working knowledge of personal computers and standard applications. Ability to communicate in a concise and effective manner, communicate scientific information to lay persons in an understandable manner, work cooperatively with others, establish work priorities and work with minimal supervision. Must possess manual dexterity and visual acuity sufficient to accurately execute standard protocols, including the ability to perceive minute differences and details and to withstand the strain of continued close work. Moderate lifting may be require and frequent and often unanticipated travel within the state of Texas.**

Title: Forensic Biologist II

Grade: GM

Salary Range: \$3689-\$4602/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Institute of Forensic Sciences

Requisition #: IFS07-1013

Position #: 5758

Job Summary: Performs independent forensic testing of biological samples for the purpose of human identity determination within the Forensic Biology Unit of the Criminal Investigation Laboratory.

Qualifications: Education and experience equivalent to a Bachelor’s degree in Biology, Genetics, Chemistry, Forensic Sciences, or in a job related field of study with subjects providing a basic understanding of forensic DNA analysis. One (1) year of job related experience. Knowledge of the principles of animal and/or human genetics and the common techniques of DNA analysis as they relate to forensic DNA analysis and evidence handling procedures. **Ability to operate and maintain laboratory equipment. Working knowledge of personal computers and standard applications. Ability to communicate in a concise and effective manner, work cooperatively with effective time management skills, and perform assigned tasks with minimal supervision. Must pass pre-employment background check. Work is performed in a laboratory environment with potential exposure to biological and chemical hazard. Must possess manual dexterity and visual acuity sufficient to accurately execute standard protocols. Moderate lifting up to 25 lbs., unassisted.**

Title: Forensic Biologist III

Grade: HM

Salary Range: \$3954-\$4936/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Institute of Forensic Sciences

Requisition #: IFS07-0990

Position #: 7081

Job Summary: Provides basic oversight of routine Laboratory operations; reviews and approves final reports; testifies to work of others as supervising/senior scientist; provides advanced instrumental and procedural assistance to the Laboratory; interfaces with submitters and the judicial system to resolve routine sample submission, analysis, and interpretation issues; leads new employee training; performs the duties of a laboratory analyst.

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: Requires a Master's Degree in Biology, Chemistry, Forensic Science or similar degree with coursework in genetics, molecular biology and biochemistry or other subjects providing a basic understanding of forensic DNA analysis. Three (3) additional years of related work experience required. **Knowledge of the principles of animal and/or human genetics, and the common techniques of DNA analysis, especially as they relate to forensic DNA analysis; ability to operate, maintain, troubleshoot, and repair specialized laboratory instrumentation; degree level knowledge of mathematics and chemistry; skilled in the use of standard laboratory techniques; knowledge of chemical and biological safe handling procedures; ability to effectively communicate, both verbally and in writing; and ability to establish and maintain effective working relationships with employees, departments and the general public. Requires successful completion of an extensive background investigation. Must possess a valid Texas driver's license, with a good driving record and reliable transportation. Work is performed in a laboratory environment with potential exposure to biological and chemical hazard. Must possess manual dexterity and visual acuity sufficient to accurately execute standard protocols. Moderate lifting up to 50 lbs., unassisted.**

Title: Deputy Chief of Forensic Chemistry Grade: MM Salary Range: \$5589-\$6975/mo.
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Institute of Forensic Sciences Requisition #: IFS07-0100 Position #: TBD

Job Summary: Assist the Section Chief in the management and supervision of the section. Provide leadership, oversight, and support in all aspects of the section including staff management and development, quality assurance, casework management, and validation of instrumentation and procedure with the goal of improving laboratory efficiency, case turnaround, and communication with user agencies.

Qualifications: Graduate or professional work or advanced degree in: Ph. D. in Biology, Chemistry, Forensic Science, or work related field of study. Three (3) years of job related experience. **Certification by American Board of Forensic Toxicology preferred. Membership in applicable professional organization preferred. Must possess a Texas driver's license, with a good driving record.**

Title: Medical Examiner Grade: F1 Salary Range: \$156,000-\$197,600/annually
List Status: Full-time Post: Open to the Public Closing Date: Until Filled

Department: Institute of Forensic Sciences Requisition #: IFS07-0102 Position #: TBD (1 position)

Job Summary: Follows established protocols and exercises significant independent, professional judgment to direct and conduct inquests (death investigations) for the purpose of determining the cause and manner of death. Inquests are conducted for deaths occurring in Dallas County that are under the jurisdiction of the Office of the Medical Examiner as specified by statute, generally sudden and unexpected deaths. Provides forensic pathology consulting services for cases referred to the office by other jurisdictions. Utilizes specialty consulting services, professional and paraprofessional support as needed to enable the accurate determination of cause and manner of death. Provides scientific consultation assistance to law enforcement agencies, prosecution agencies and the general public. Issues written scientific opinion reports regarding cause and manner of death and frequently will provide expert testimony in legal proceedings. Must be approved by the University of Texas Southwestern Medical School, and will be a faculty member of the Pathology Department. Fulfills various academic responsibilities, including scientific research and publication, teaching, and lectures.

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: Medical degree from an accredited medical school. Must be board certified or able to obtain board certification within two (2) years of hire date, in anatomic pathology and forensic pathology. **Must be approved by University of Texas Southwestern Medical School. Must possess current knowledge of forensic pathology; thorough knowledge of standard autopsy room protocols; skilled in the use of autopsy room equipment such as bone saws, knives and needles; ability to direct support staff activities; ability to develop and present accurate written and verbal medical opinion reports on case findings; knowledge of department policies and procedures; ability to work cooperatively; ability to use good safety practices and precautions including the use of personal protective gear. Work area is an autopsy room, with routine, potential exposure to biological and/or chemical hazards; routine exposure to odorous specimens and chemicals and graphic visual situations; prolonged, extensive, considerable reaching, stooping/walking; lifts, positions, pushes bodies; lifts supplies, equipment; considerable reaching, stooping and bending; death scene attendance may be required; manual dexterity and visual acuity sufficient to execute standard protocols.**

Title: Transportation Engineer (EIT)	Grade: PE6	Salary Range: \$3750-\$5294/mo.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Public Works	Requisition #: PW07-1207	Position #: 9045

Job Summary: Provides technical assistance to the project manager in transportation and traffic operation functions which include field studies, data collection/analysis and system monitoring/evaluation; conducts traffic safety investigations and operational studies; and assists in managing the intersection and signal improvement program.

Qualifications: Education and experience equivalent to a Bachelor's degree from an accredited college or university in Civil Engineering, Traffic Engineering, Planning, or in a job related field of study. One (1) year of professional work related experience in urban transportation planning and/or traffic engineering. 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. Certification by Texas State Board of Registration for Professional Engineers as an Engineer in Training. Knowledge of theory, methods and procedures involved in urban transportation planning and project development and programming. Skilled in applying principles of transportation management. Knowledge of state and federal planning requirements and criteria for transportation, and other legislation, regulations and rules relevant to transportation. Knowledge of state and federal transportation systems, programs and funding sources. Must possess a valid Texas driver's license with a good driving record. Ability to travel to various work site locations.**

Title: Community Supervision Officer	Grade: 00	Salary Range: \$2565.52/mo.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled
Department: Community Supervision & Corrections	Requisition #: CSC07-1234	Position #: 4615

Job Summary: Supervises caseloads of felony and misdemeanor probation clients in the departments satellite offices in Dallas County. Some flexibility in work hours are available.

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: Bachelor's degree from an accredited university in criminology, psychology, sociology or in a related field of study. If degree is in a non-related field, candidate must have one (1) year work experience in full-time casework or corrections, or one (1) year of graduate study in a related field. **Applicants will be required to submit a copy of the college diploma and a certified college transcript showing the degree conferred. A complete background investigation may be conducted on each applicant. Spanish speaking officers are paid an additional \$100 per month.**

**To apply for this position, please call 214-653-5210
Attn: Yolanda Adams
or apply on-line at www.dallascounty.org**

Title: Substance Abuse Counselor	Grade: 00	Salary Range: \$3277.37/mo.
List Status: Full-time	Post: Open to the Public	Closing Date: Until Filled

Department: Community Supervision & Corrections Requisition #: CSC07-1328 Position #: TBD

Job Summary: Substance Abuse Counselor is responsible for providing outpatient group and individual counseling to indigent community supervision clients who have been evaluated as having substance abuse issues. Provides group and individual substance abuse education and counseling to community supervision clients in compliance with CJAD Substance Abuse Standards; provides written feedback to community supervision officers and the courts, including treatment plans and progress in treatment, in a timely fashion; provides cases consultation to CSCD personnel on cases when needed.

Qualifications: Education and experience equivalent to a Master's in Counseling, Psychology, or a related field; advanced training in substance abuse issues; experience in substance abuse counseling preferred; licensure or license-eligible as a professional counselor (i.e. LPC, LCDC, etc). **Knowledge of current substance abuse issues, including recent advances in diagnosis and treatment of substance abuse; good verbal and written communication skills; ability to retrieve information using the department's CAS computer system; working knowledge of word processing programs such as Microsoft word; ability to complete evaluations and give feedback/reports to CSCD personnel, including the courts, in a timely manner; counseling skills sufficient to conduct group and individual substance abuse counseling with offenders.**

**To apply for this position, please fax resume to 214-653-5317
Attn: Yolanda Adams
or apply on-line at www.dallascounty.org**

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.

Title: Clinical Assessment Specialist

Grade: 00

Salary Range: \$3943.83/mo.

List Status: Full-time

Post: Open to the Public

Closing Date: Until Filled

Department: Community Supervision & Corrections

Requisition #: CSC07-1331

Position #: TBD

Job Summary:

Responsible for evaluating adult probation clients for substance abuse dependence and/or mental health issues and providing treatment recommendations to the court, as well as assisting in the delivery of clinical services.

Qualifications:

Education and experience equivalent to a Master's degree in clinical Psychology, be licensed or license eligible (I.E, LPA, LPC, LMSW). **Must possess good writing skills, be able to use Microsoft word. Must have experience in providing direct services to mentally impaired and/or substance abuse clients. Formal training in clinical assessment and psychological organizations. Psychological testing required, as well as membership and active participation in professional mental health or psychological organizations.**

To apply for this position, please fax resume to 214-653-2874

Attn: Gerald Crumpton – Manager of CATS Department

Email: gcrumpton@dallascounty.org

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.