



TODD M. WINSLOW

Director

**UVALDE & REAL COUNTIES**

112 E. North St.  
Uvalde, Texas 78801  
(830) 278.6671  
(830) 278-1122  
Fax (830) 278-3157

**38TH & 454th JUDICIAL DISTRICTS**

Community Supervision  
& Corrections Department

**MEDINA COUNTY**

761 Avenue Y  
Hondo, Texas 78861  
(830) 741-6140  
Fax (830) 426-8158

**RECEPTIONIST/SECRETARY POSITION AVAILABLE**

The 38<sup>th</sup> & 454<sup>th</sup> Judicial Districts Community Supervision and Corrections Department has a position available for Receptionist/Secretary. The opening is in our Hondo office. Salary is \$22,000 annually. Applicants must have a high school or GED diploma and preferably possess accounting experience, computer skills, office equipment knowledge and ability to work in a fast-paced professional environment. Bilingual preferred but not required. Benefits such as health insurance, retirement and paid holidays are provided.

**FOR AN APPLICATION:** please contact Cindy Atkinson, Human Resources Officer, at [cindy.atkinson@38cscd.org](mailto:cindy.atkinson@38cscd.org) or 830-900-7715, 117 E. Nopal St. Uvalde, Texas 78801 – Monday – Friday, 8-5.

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