

Risk Management/Insurance Department
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Fax: (432) 498-4097

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**ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT**

**PRE- SENTENCE INVESTIGATOR WRITER
ECTOR COUNTY ADULT PROBATION DEPARTMENT**

The Ector County Adult Probation Department is in need of an Adult Probation Pre-sentence Investigative Writer. The Adult Probation Pre-Sentence Investigative Writer will be under the supervision of the Chief Adult Probation Officer.

PRIMARY DUTIES: The Adult Probation Presentence Investigation (PSI) Writer is responsible for conducting detailed investigations and preparing comprehensive presentence reports for the court. Reports assist judges in determining appropriate sentencing by providing verified background information, risk assessments, and supervision recommendations for defendants. This position also provides administrative and operational support to probation officers and department staff.

MINIMUM QUALIFICATIONS: A High School Diploma or GED is required, along with a valid Texas Driver's License and an acceptable driving record. The position requires demonstrated knowledge of clerical and administrative operations, including proficiency in data entry, records management, and basic office software. The ideal candidate will have the ability to organize, maintain, and manage confidential files and documentation while maintaining a high level of accuracy and attention to detail.

SALARY: \$20.67 p/h with benefits; workdays & hours: Monday-Friday 8:00 am- 5:00 pm

DEADLINE: Until sufficient applications have been submitted for consideration

Please apply in Human Resources at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas 79761. Ector County does not discriminate based on race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee is Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.