

WE'RE HIRING!

OFFICE WORKER
\$20.18 - \$24.53/ HR

**OFFICER WORKER - CHS - HEALTH
CARE SB525**
\$21.63 - \$26.29/ HR

ABOUT THE DEPARTMENTS

Correctional Healthcare Services (CHS) is a department within the Health Care Services Agency. CHS delivers comprehensive medical, dental, and behavioral health care to the incarcerated populations within the County's adult and juvenile detention facilities. These services are aligned with community standards and adhere to the guidelines established in Title 15 of the California Code of Regulations.

CHS provides care at various locations including the Main Jail, Honor Farm, and Juvenile Justice Center (JJC) through a combination of its own staff, contracted healthcare providers, and physicians affiliated with San Joaquin General Hospital (SJGH).

The San Joaquin County District Attorney's Office plays a vital role in the justice system by prosecuting criminal cases on behalf of the people, ensuring justice is served, protecting victims' rights, and holding offenders accountable.

The office works closely with law enforcement, the courts, and the community to promote public safety and uphold the rule of law.

The San Joaquin County Probation Department supports community safety by supervising adult and juvenile offenders, providing rehabilitative services, and enforcing court-ordered conditions. The department focuses on accountability, treatment, and successful reintegration, working closely with the courts, law enforcement, and community partners to reduce recidivism and promote positive behavior change.

The Human Services Agency (HSA) of San Joaquin County administers a wide range of State- and federally-mandated public assistance and social service programs designed to support the well-being of County residents. These programs include California Work Opportunity and Responsibility to Kids (CalWORKs), CalFresh, Medi-Cal, General Assistance, Foster Care, Adoptions, Child Protective Services, Adult Protective Services, In-Home Supportive Services (IHSS), Refugee Assistance, and services provided through the Mary Graham Children's Shelter.



WHY SAN JOAQUIN COUNTY?

San Joaquin County provides flexible part-time opportunities with room for growth! Employees can gain valuable experience and may later qualify for full-time clerical positions.

(Testing is required for full-time roles, so be sure to watch for future openings.)

FINAL FILING DATE:

November 24, 2025

HOW TO APPLY:



<https://www.jobapscloud.com/SJQ>
Recruitment #: 1125-TO6102-FP

Human Resources Office Hours:
Monday-Friday 8:00 am to 5:00pm; excluding holidays.

When a filing date is indicated, applications must be filed with Human Resources Division before 5:00 p.m. or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. Applications sent through counter inter-office mail, which are not received by the final filing date, will not be accepted. (The County assumes no responsibility for mailed applications which are not received by the Human Resources Division).

CORRECTIONAL HEALTH

DISTRICT ATTORNEY'S
OFFICE

PROBATION
DEPARTMENT

HUMAN SERVICES
AGENCY



Greatness grows here.

Vacation Hours

Part-time employees who are eligible for benefits (as defined in Section 7) shall accrue and accumulate vacation for each straight-time hour on payroll.

MINIMUM QUALIFICATIONS

Experience:

One year of general office clerical work.

Substitution: One year of business training in an approved vocational training program may substitute for the above-required experience; OR b) Completion of 30 semester/45 quarter units at an accredited college or university may substitute for the above-required experience.

Offers of employment are contingent upon passing a background check. Please note that the District Attorney's Office, Correctional Health, and Probation all require a law enforcement background check.

Educational Reimbursement

Through the County's Educational Reimbursement Program, eligible employees, even part-time staff with benefits, may be reimbursed for approved career-related courses. Whether you're sharpening skills or earning a degree, you can receive up to \$850 per year, or up to \$1,600 annually if you're in an approved degree program. That includes help with books and materials!

About the positions

The **District Attorney's Office** is seeking to hire at least five (5) Part-Time Office Workers to assist with a large-scale document digitization project. Duties will include scanning case files, uploading and organizing media, and performing digital downloads into the department's current Case Management System (CMS).

Because this is an ongoing process that will continue beyond the current large project, these will be part-time positions to provide continued support with file maintenance, record accuracy, and workflow efficiency within the office's digital transition efforts.

Office Workers in the **Probation Department** may assist with administrative and clerical tasks that support the Assessment Center and Adult Probation Division. Duties may include organizing and maintaining case files, scanning and uploading documents, entering data, coordinating schedules, assisting with client intake and documentation processing, and providing general front-office support to probation officers and multidisciplinary teams.

The **Human Services Agency (HSA)** is seeking dedicated Office Workers to support agency operations and help ensure the timely and accurate delivery of services. These positions offer opportunities to engage in meaningful work assisting clients, managing documentation, coordinating workflows, and supporting program staff across the agency.



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