

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Dept. at 903-813-4091 to request the assistance.

	Date Posted: November 6, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Clerk
Department	Community Supervision Corrections (Adult Probation)
Job Number:	H8110601
Minimum Salary:	Salary commensurate with experience;
Duties	Computer data entry. Review and verify various information; sort, assemble and organize materials; route and deliver documents to the appropriate parties. Copy documents and filing. Answer phones and provide service to customers.
Qualifications:	Must have basic computer, typing and grammatical skills and be proficient in the use of various office equipment. Spanish speaking a preferred. Moderate to heavy lifting is required.
Requirements:	High school diploma or GED. Must pass pre-employment drug screen and background check.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.