

# 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 assistance.

	Date Posted: December 6, 2018 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time Runner
Department	District Attorney's Office
Job Number:	H8120601
Minimum Salary:	\$12.00
Duties	<p>The position is for a motivated individual who wants a lasting part-time position in a fast-paced environment. Work involves filing documents, pulling files, running errands, and general office work.</p> <p>Working Hours: Monday – Friday; 8:00 a.m. – 12:00 p.m. or 1:00 p.m. to 5:00 p.m., not to exceed 20 hours per week.</p>
Qualifications:	High school diploma or GED. Must have general knowledge of office procedures and must be able to use a computer and scanner. Must have reliable transportation and a Texas driver's license. Must be able to lift moderate to heavy things.
Requirements:	Must pass background check and pre-employment drug screen.
Benefits:	County Retirement