

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.

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| | Date Posted: December 13, 2018 Closing Date: Until Filled Positions Open: 1 |
| Position: | Part-Time Collection Clerk LAW ENFORCEMENT 29 Hours Weekly |
| Department | Sheriff's Office |
| Job Number: | H8121301 |
| Minimum Salary: | Competitive Salary |
| Duties | Involves working with County Court-At-Law and District Courts to interview individuals placed on probation and who must pay fines and court costs. Must maintain a system for reviewing the accounts on a regular basis for delinquency and contacting delinquent individuals as needed. The clerk may be responsible for accepting payments, balancing monies received and preparing the daily deposits, acting as a liaison between the defendant and the Courts and assisting other Sheriff's Office employees as needed. |
| Qualifications: | Requires an individual with interview skills and financial affairs background to set up payment schedules. Financial experience and ability to work independently a must. Spanish language ability a plus. |
| Requirements: | High school diploma or GED and computer skills. Must pass a background check and drug screen. |
| Benefits: | Participation in the Texas County and District Retirement System |