

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: January 16, 2019 Closing Date: Open Until Filled Positions Open: 15
Position:	Clerk – Temporary Project Up to 29 Hours/Week \$12.50/hour
Location:	Grayson County Courthouse – Sherman, Texas
Job Number:	H9011601
Duties:	Position will also be responsible for sorting, reviewing and organizing various files and/or documents to determine if they should be retained or destroyed.
Qualifications:	Must be detail oriented with the ability to understand and apply retention schedule standards.
Requirements:	Must pass background check and drug screen.

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