

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: January 30, 2019 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time Jail Administrative Assistant Law Enforcement
Department	Sheriff's Office Detention Bureau
Job Number:	H9013001
Minimum Salary:	\$12.00 Hourly
Duties	Assist Jail Administration with clerical duties such as but not limited to; Reviewing and reporting time records/payroll, conducting monthly state reporting, compiling statistical reports, answering phones and researching information on incarcerations for the public and reviewing, scanning and filing jail documents. May also be responsible for conducting local criminal history inquires, as regulated by the Freedom of Information and Privacy Acts.
Qualifications:	High school diploma or GED. Applicants should have excellent communications skills and office experience.
Requirements:	18+ years of age. Must pass background check, psychological test, and drug screen. Able to work any shift weekends, and holidays.
Benefits:	Eligible for County Retirement with Texas County and District Retirement System.