

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: February 15, 2019 Closing Date: Open Until Filled Positions Open: 1
Position:	Part-time Clerk (24 hours per week)
Job Number	H9021502
Department	Health Department - Jail Medical
Minimum Salary:	\$10.00/hr.
Duties	Responsible for collecting paper work, creating charts, filing and copying records. Must order required supplies for office with approval.
Qualifications:	Must have excellent communication skills and be able to multi-task. Proficient computer skills to include Excel and Microsoft Word. Bi-lingual a plus, but not required. Possess excellent interpersonal skills. Ability to work with the public.
Requirements:	Must have high school diploma or GED. Have a valid driver's license. Selected candidate must pass a criminal background check, inclusive of the GCSO Personal History Statement, driving record check, criminal background check and drug screen.
Benefits:	Participation in the Texas County District Retirement System.