

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: April 24, 2019 Closing Date: Open Until Filled Positions Open: 1
Position:	Detention Clerk Law Enforcement
Job Number	H9042401
Department	Sheriff's Office Detention Bureau
Duties	This position requires a person to be skilled in completion of certain criminal records data required by the State and Federal Authorities. The clerk will review, compile, and complete specified criteria to be submitted to these authorities, for purpose of TCIC/NCIC record of criminal activities by individuals. This involves regular correspondence with the Department of Public Safety Crime Reporting and the Federal Bureau of Investigations Crime Reporting Divisions. Will also be responsible for conducting local criminal history inquiries, as regulated by the Freedom of Information and Privacy Acts. The clerks will also answer phones and research information on inmates incarcerated in the County Jail. They will also compile statistical reports needed by State and Federal Agencies.
Qualifications:	High school diploma or GED. Applicants should have excellent communications skills and office experience.
Requirements:	21+ years of age. Must pass background check, psychological test, and drug screen. Able to work any shift weekends, and holidays.
Benefits:	Excellent employer paid health insurance, vacation, sick leave and retirement plan.