

# 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 assistance.

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|-----------------|---|
| Date Posted:    | June 6, 2019  |
| Closing Date:   | Open Until Filled   |
| Positions Open: | One   |
| Position:       | Misdemeanor Intake Secretary  |
| Department      | Criminal District Attorney's Office   |
| Minimum Salary: | TBD   |
| Job Number:     | H9060601  |
| Office Hours:   | 8:00 am to 5:00 pm, Monday – Friday   |
| Duties          | Compiling and organizing police reports and evidence submitted for routing to attorneys, accurately preparing and filing legal documents, maintaining files, monitoring deadlines, answering phones, assisting the public, redacting files, data entry, and other duties as assigned. Applicants must be proficient in typing, multi-tasking, and possess appropriate computer skills/literacy. Individuals that are motivated, highly organized, and positive are encouraged to apply. |
| Qualifications: | Applicants must be professional, organized, proficient in typing, multi-tasking, and possess appropriate computer skills/literacy. Individuals that are highly organized, positive, and motivated are encouraged to apply.  |
| Requirements:   | High school diploma or GED. Prior legal or law enforcement related experience is preferred. Must pass a background investigation and drug screen.   |
| Benefits:       | Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.  |