

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

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.

	Date Posted: May 6 th , 2025 Closing Date: Until Filled Positions Open: 1
Position:	Collections Clerk
Department	Sheriff's Office
Minimum Salary:	Starting at \$45,048 annually
Duties	<ul style="list-style-type: none">• Interview defendants to establish and document appropriate payment or community service plans.• Maintain and monitor daily, monthly, and quarterly account records for delinquencies.• Contact defendants regarding overdue accounts and ensure appropriate follow-up.• Generate and analyze financial and account status reports.• Accept and process payments; balance daily receipts and prepare bank deposits.• Serve as a liaison between the courts and defendants via phone, online platforms, and in-person.• Coordinate with attorneys, court personnel, and various county departments.• Assist other Sheriff's Office staff with administrative tasks as needed.
Qualifications:	<ul style="list-style-type: none">• Prior experience in collections, court operations, or financial processing preferred.• Strong communication and interpersonal skills.• Ability to manage sensitive and confidential information with discretion.• Strong organizational skills and attention to detail.• Bilingual skills are a plus.
Requirements:	<ul style="list-style-type: none">• High school diploma or equivalent; associate degree in

	<p>business, criminal justice, or a related field preferred.</p> <ul style="list-style-type: none"> • Proficiency with standard office software and database systems. • Must pass a background check and drug screen
Benefits:	Excellent benefits including employer paid health insurance, vacation, sick leave, paid holidays, and retirement plans.