

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: November 13, 2025 Closing Date: Open Until Filled
Position:	Felony Assistant Office Hours: 8:00 am to 5:00 pm, Monday - Friday
Department:	District Attorney's Office
Duties:	Preparing legal paperwork, organizing dockets, maintaining files, answering phones, assisting the public, and other duties as assigned. Applicants must be proficient in typing, multitasking, and possess appropriate computer skills/literacy. Individuals that are highly organized, positive, and motivated are encouraged to apply.
Qualifications:	Applicants must be 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.

Persons with disabilities are encouraged to request assistance during the application process. Please call the Human Resources Department 903-813-813-4091 to request assistance.