

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

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| | Date Posted: September 22, 2025 Closing Date: Open Until Filled Positions |
| Position: | Felony Secretary 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.