

# 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: April 11, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Detention Clerk <b>Law Enforcement</b>
Department	Sheriff's Office - Detention Bureau
Minimum Salary:	\$38,662 Annual
Duties	This position requires a person to be skilled in completion of certain criminal records data required by the State and Federal Authorities. The position reviews, compiles, and completes specified criteria to be submitted to these authorities, for purpose of TCIC/NCIC record of criminal activities by individuals. Involves answering phones and researching information on inmates incarcerated in the County Jail. Assists Detention Officers in the booking process of inmates, picturing and fingerprinting. This position is also responsible for inmate visitation operations.
Qualifications:	High school diploma or GED. Knowledge of general office machines and procedures. Must have excellent interpersonal skills and the ability to effectively communicate.
Requirements:	18+ years of age. Must be able to work with the general public. Must have proficient PC, data entry and typing skills. Must possess organizational skills for maintaining files. 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.