

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: August 4, 2025 Closing Date: Until sufficient pool of applicants Positions Open: 1
Position:	Administrative Assistant
Department	Grayson County Juvenile Services
Salary:	Commensurate with Experience
Duties include, but are not limited to the following:	<p>The Administrative Assistant plans and coordinates administrative and office support functions to ensure the efficient operation of the department. This position is an assistant to the JJAEP (Juvenile Justice Alternative Education Program) Administrator, and has some responsibilities related to the Post-Adjudication program.</p> <p>This position is responsible for performing a variety of general clerical and administrative tasks, including but not limited to preparing correspondence and other documents, answering and directing phone calls, assisting with policy and procedure updates, supporting audit preparation, and handling billing activities. Additional duties may be assigned as needed to support departmental operations.</p>
Qualifications and Requirements:	<p>Applicants must be 21 years of age and have a high school diploma or equivalent. Associate or Bachelor's degree preferred.</p> <p>Must be proficient with operating a personal computer and software (Word, Excel, PowerPoint, etc.). The ideal candidate would have at least 2 years of increasing responsible administrative and clerical experience.</p> <p>Candidate must hold a valid driver's license, have access to reliable transportation, and provide a copy of current automobile liability insurance coverage. Non-smoking office. Must pass a criminal background check, driving record check and drug screen.</p>
Hours:	Typically, 7:30 AM – 4:30 PM – days and hours can vary.
Benefits:	Excellent retirement plan, medical benefits, and paid vacation, among others.

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.