

GRAYSON COUNTY JOB POSTINGS

Equal Opportunity Employer

	Date Posted: May 26, 2026 Closing Date: Open Until Filled Positions Open: 1
Position:	Quartermaster
Department:	Sheriff's Office - Administration
Salary Range:	\$46, 450 Annually
Duties:	<p>Under the supervision of the Administrative Bureau Commander, performs a variety of inventory management, procurement, supply distribution, and equipment accountability duties for the Grayson County Sheriff's Office. Work involves maintaining inventories of uniforms, tactical equipment, operational supplies, and department-issued gear; coordinating procurement and vendor relations; processing invoices and supply requests; and issuing and maintaining equipment for Sheriff's Office personnel.</p> <ul style="list-style-type: none">• Maintains inventory records for uniforms, tactical equipment, office supplies and operational equipment.• Orders, receives, stores, and distributes authorized uniforms and equipment for Sheriff's Office personnel.• Meets personally with deputies and staff to issue, fit, replace, and exchange uniforms and equipment.• Ensures all issued equipment is properly documented and accounted for in accordance with Sheriff's Office procedures.• Conducts routine inventory inspections and audits to maintain accurate accountability of agency property.• Processes procurement requests, purchase orders, invoices, and related purchasing documentation.• Coordinates with vendors and suppliers regarding equipment orders, pricing, availability, and replacement items.• Assists with outfitting new employees with uniforms, duty gear, and related equipment.• Ensures all uniforms and issued equipment meet agency appearance, operational, and safety standards.• Maintains organized storage areas and inventory control systems.

<p>Requirements & Qualifications:</p>	<ul style="list-style-type: none"> • Knowledge of inventory control methods and supply accountability procedures. • Knowledge of purchasing and procurement procedures. • Knowledge of law enforcement uniforms, tactical equipment, and operational supply needs. • Ability to maintain accurate inventory and procurement records. • Ability to communicate effectively both orally and in writing. • Ability to establish and maintain effective working relationships. • Two years of inventory management, warehouse, logistics, supply, procurement, law enforcement support, military supply, or related experience preferred. • Graduation from high school or a general equivalency diploma (GED). • Must possess a valid Texas Driver's License.
<p>Benefits:</p>	<p>Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.</p>

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.