

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 18, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Transfer Tech / Data Entry
Department:	CSCD - Community Supervision and Corrections (Adult Probation)
Job Number:	
Salary:	\$38,000 annually (\$18.27 per hour) Salary may be adjusted for relevant experience
Duties:	Perform clerical, case management, and administrative work for the probation department and courts. Assist clients, manage a caseload of defendants reporting in other jurisdictions utilizing highly specialized computer data programs; prepare, maintain and modify files including court documents; handle sensitive information and documents; perform observed drug testing; and other related duties as required. This position indirectly supervises defendants charged with varying offenses.
Qualifications:	This position requires a high school diploma or GED, proficient ability with basic office equipment/computer programs, the ability to multi-task, handle a high volume of paperwork and must be a self-motivator. Preferred candidates will have a professional demeanor, good grammatical and verbal skills, perform effectively under specific deadlines, and be able to work effectively with many populations. Must be able to understand, accurately enter and manage data. Spanish speaking a plus.
Requirements:	-High school diploma or GED. - Must pass pre-employment drug screen and background check.
Benefits:	Excellent employer paid health insurance, vacation, sick leave, retirement plan and paid holidays.