

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: October 10, 2024 Closing Date: Open Until Filled Positions Open: 1
Position:	Clerk / Data Entry
Department:	CSCD - Community Supervision and Corrections (Adult Probation)
Job Number:	
Salary:	Entry Level Salary is \$40,000 Actual salary is commensurate with experience
Duties:	-Perform clerical, case management, data entry; manage telephone operations and administrative work for the CSCD. -Process payments and financial reports -Interact with clients and the public in a professional demeanor.
Qualifications:	Position requires a high school diploma or GED, proficient ability with basic office equipment/computer programs, the ability to multi-task 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.