



EMPLOYMENT OPPORTUNITY

JOB TITLE: Secretary I
DEPARTMENT: Sheriff's Office
REPORTS TO: Chief Clerk
ANNUAL SALARY: \$31, 186.13 - \$38,493.62 (based on experience and qualifications)
APPLICATION PERIOD: November 8 – until filled

JOB SUMMARY AND PRINCIPLE DUTIES:

Provide clerical and administrative support services to the assigned division, including but not limited to maintaining and filing accurate records, reports, statements and other correspondence; other duties as assigned.

EXAMPLES OF WORK:

Essential Duties

Answers telephone, refers calls to appropriate personnel, takes messages and provides information;
Assists in data collection and information gathering as required;
Scans documents, statements, affidavits, memos, letters, et cetera;
Performs general clerical duties including, but not limited to filing, faxing, copying, and scanning;
Performs such other related duties as may be assigned.

QUALIFICATIONS:

High school diploma or successfully obtained a GED;
Possess a valid driver's license with acceptable driving record;
Pass a pre-employment physical and drug test; pass a comprehensive background check, to include a search of local, state, and U.S. national records and fingerprint files to disclose any criminal record.

Please submit application to:
Sheriff's Office
201 North Court
Anahuac, Texas 77514
(409) 267-2509
ccso@chamberstx.gov

Chambers County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.