

## WOOD COUNTY SHERIFF'S OFFICE

### Job Description

JOB TITLE: Part Time Position – Sheriff's Office

SALARY : \$12.00 per hour – Non-Exempt - Maximum of 16 hours weekly

QUALIFICATIONS: Applicants must possess a high school diploma or GED equivalent, a valid Texas driver's license, be 21 years of age or older and have a clear criminal history.

### ESSENTIAL FUNCTIONS / DUTIES (to include, but not limited to)

- Perform clerical duties, handling confidential information with discretion;
- Interact with the public in a pleasant and efficient manner;
- Scan reports into the computer system;
- Filing, includes filing in alphabetical and numerical order;
- Responsible for the efficient and safe operation, care and appearance of assigned area and equipment;
- Plan and schedule work independently in the absence of specific instructions or supervision;
- Lift 10-25 pounds frequently and 25-50 pounds occasionally;
- Regular attendance required;
- Dress in a professional manner and maintain a professional appearance; and
- Perform other duties as may be assigned by supervisor.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- General office practices and procedures;
- Ability to use basic office equipment;
- General computer skills;
- Be responsible with confidential information;
- Ability to organize time efficiently; and
- Ability to establish and maintain effective working relationships with fellow employees and other county offices.

### PHYSICAL REQUIREMENTS

- Ability to lift 10-25 pounds frequently and 25-50 pounds occasionally;
- Constant use of computer and other office equipment;
- Frequent sitting, reaching, lifting, bending and twisting; and
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

### ADDITIONAL REQUIREMENTS

- Must possess a high school diploma or GED equivalent;
- Must be 21 years of age or older;
- Must possess a valid Texas driver's license;
- Drug screen required;
- A thorough background check will be conducted, including a criminal history check.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands and accepts that this position falls under the provision of an "At Will" employment and, under no circumstances is this contract for employment.