

COUNTY OF CAMERON



EMPLOYMENT OPPORTUNITY CIVIL SERVICE

DATE: May 15, 2019
DEADLINE: May 21, 2019

POSITION: **OFFICE CLERK**

JOB LOCATION: Cameron County Sheriff's Office
(Brownsville, TX.)

PAY PLAN: 101 - \$ 21,850.00 per year

QUALIFICATIONS: Must have a High School Diploma or its equivalent, some college experience is preferred. Knowledge of typing (at least 30-40 wpm) and filing skills helpful but not required; Knowledge of computer equipment preferred. Ability to communicate effectively orally and in writing in both English and Spanish; Must have a valid Texas Driver's License.

DESCRIPTION OF DUTIES: Must be able to maintain a high level of professionalism and a courteous manner at all times. Deals daily and constantly with the general public, deputies and outside law enforcement personnel. Maintains jail personnel attendance records in accordance with the Cameron County Personnel Procedures. All employees are required to maintain a confidentiality agreement with the Department and its confidential records, reports, and any other files and information. Receives telephone calls from the public; files all necessary paperwork where appropriate; Performs other duties as assigned by the Shift Sergeant, Facility Lieutenant, Jail Administrator, Chief Deputy, and/or Sheriff. This position is subject to a six (6) month probationary period prior to Civil Service eligibility; Must submit to a Civil Service Clerical Exam.

BENEFITS: Cameron County Offers Excellent Fringe Benefits, Including: Health and Life Insurance Protection, Sick and Annual Leave, Retirement System and Paid Holidays. Cameron County has a mandatory direct deposit payroll program.

HOW TO APPLY: Cameron County
Human Resources/Civil Service/Safety Risk Dept.
1100 E. Monroe St. Suite 118
Brownsville, TX 78520

AA/EEO/MFD EMPLOYER