

WICHITA COUNTY

Job Announcement



Posting Number: 2019-015

POSITION: Bond Office Clerk- Sheriff's Office

LOCATION: Wichita County Sheriff's Office (WCSO)
900 7th Street, Room 100
Wichita Falls, Texas 76301

SUPERVISOR: Jail Captain and Sheriff through chain of command

HOURS: Any 8- hour Shift – 5 days on/ 2 days off

SALARY: \$28,319.00 Annually

POSTING DATE: May 20, 2019

CLOSING DATE: May 31, 2019

► **JOB SUMMARY:**

Provide customer service, assistance and support to defendants, the public, media, officers, bonding companies, attorneys, Court Administrators Office, District Clerk's Office, County Clerk's Office, District Attorney's Office, Wichita County Jail personnel and surrounding counties.

► **ESSENTIAL DUTIES:**

- Must be able and available to work all shifts to include (8:00 a.m. - 5:00 p.m. and 11:00 a.m. – 8:00 p.m.) 7 days a week.
- Answers the telephone and provides information and assistance to defendants, public, media, officers, bonding companies, attorneys, other Wichita County offices and Wichita County Jail personnel and surrounding counties.
- Enters and maintains records, and data on the computer.
- Makes copies for the defendants, public, media, officers, bonding companies, attorneys, other Wichita County offices, and Wichita County Jail personnel.
- Assists with interfiling paperwork that is filed after a case has opened.
- Compiles and manages jail folders for judges and processes paperwork before and after "Rights" have been read to defendants. Schedules hearings.
- Input magistration information into the computer.
- Schedules appointments for people turning themselves in on at-large warrants.

- Processes jail correspondence and hand-delivers legal documents throughout the Wichita County Courthouse.
- Collect and process cash and surety bonds for inmate release.
- Properly and discretely handles and protects confidential and sensitive information.
- Performs filing and maintenance of conditions of bond and criminal files and records.
- Attends mandatory training for justices and clerks of border counties for preparing necessary documents for, conducting hearings and disposing of waivers of extradition.
- Prepare and file bond reductions with the appropriate court clerk offices.
- Process Indigent Applications for defendants currently in custody.
- Create and file protective orders on open criminal cases.
- Generate and file all ordered for Pretrial Release on open criminal cases.
- Notify Social Security office when their clients are arrested.
- Performs all other job-related tasks and duties as assigned by the Justices of the Peace.

► **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a High School Diploma or GED equivalent. Higher education is desired.
- Previous office experience is required.
- Detention Officer License within twelve (12) months after assignment.
- Must be computer literate and have a working knowledge of Microsoft Office software and mainframe applications.
- Must be able to accurately type at least 40 wpm and input data into a computer with minimal errors.
- Must be courteous and able to conduct self in a professional manner.
- Must be able to develop and maintain good working relationships and rapport with defendants, the public, media, officers, bonding companies, attorneys, Wichita County Jail personnel, Wichita County employees (co-workers, supervisors, department heads and elected officials) and surrounding counties.
- Must be able to handle stressful situations and work effectively under deadlines and heavy workloads.
- Must be able to absorb, retain, and recall large amounts of information and instruction.
- Must be able to prioritize and manage multiple tasks simultaneously.
- General knowledge of civil and criminal laws is preferred.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must have no convictions for felonies or misdemeanors involving moral turpitude.
- Must attend certification, upgrade and/or supplemental approved training courses as required by statute and/or as directed by Justices of the Peace.
- May require overnight travel.

► **WORKING CONDITIONS and PHYSICAL REQUIREMENTS:**

- Must be able to pass a thorough background investigation conducted by Wichita County.
- Must be able to pass a pre-employment physical exam and drug test, paid by Wichita County.
- Must pass a psychological evaluation administered by a trained psychiatrist.
- Must satisfactorily pass a 12th grade level reading comprehension test.
- Must be physically able to lift and/or move loads such as file boxes weighing up to forty (40) pounds.

- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing pulling, twisting, walking, grasping, squeezing, reaching, and lifting.
- Must be able to work overtime when needed as scheduled.
- Must be able to work independently and without direct supervision.
- Must be able to communicate well and work effectively with others.
- Must conduct self in a professional manner at all times.
- Must treat the public courteously.
- Must be able to sit and work at a desk for long periods.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.

▶ Applicants should submit a completed Employment Application and Personal History Statement, along with all original or certified copies of documents listed on page 2, number 6 of the personal history statement.

APPLY TO: **Wichita County Sheriff's Office**
900 7th Street, Room 150
Wichita Falls, Tx. 76301

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7th Street, Room 132, Wichita Falls, TX 76301.