

# WICHITA COUNTY

## Job Announcement



**POSITION:** Records Clerk

**Posting Number:** 2018-001

**LOCATION:** Wichita County Sheriff's Office  
900 7<sup>th</sup> Street  
Wichita Falls, Texas 76301

**REPORTS TO:** Wichita County Records / ID Supervisor

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

**SALARY:** \$2,400.00 Per Month (Occasional overtime may be required.)

**OPENING DATE:** January 12, 2018

**CLOSING DATE:** Open Until Filled

**IMPORTANT: A COPY OF YOUR SOCIAL SECURITY CARD, DRIVERS' LICENSE AND A COMPLETED PERSONAL HISTORY STATEMENT MUST BE SUBMITTED WITH YOUR EMPLOYMENT APPLICATION.**

### ► **JOB SUMMARY:**

Monitors Wichita County Sheriff's Office radio transmissions, assists in dispatching, answering telephones, transmitting and receiving telecommunications, reviewing criminal records and typing information in a sensitive communications environment.

### ► **ESSENTIAL DUTIES:**

- Must be able and available to work all shifts in the Records/ID department to include: 11:00 p.m. – 7:00 a.m., 7:00 a.m. – 3:00 p.m. and 3:00 p.m. – 11:00 p.m.
- Monitors radio transmissions.
- Answers telephones.
- Transmits and receives Teletype messages.
- Inputs and extracts data from computers and Teletype machines.
- Fingerprints individuals.
- Classifies, types and files fingerprint cards.
- Retrieves criminal history records for authorized County offices.
- Works with classified and sensitive information.
- Files, copies, and transmits records.
- Dispatches in emergencies.
- Maintains records and reports.
- Performs all other job-related duties as assigned.

### ► **MINIMUM REQUIREMENTS / QUALIFICATIONS:**

- Must be at least eighteen (18) years of age.
- Must be a high school graduate or equivalent (GED), or have twelve (12) semester hours' credit from and accredited college or university.

- Must have a valid Texas drivers' license or be willing and able to obtain one. Cannot be prohibited by state or federal law from operating a motor vehicle.
- Must be able to work under stressful situations.
- Must be capable of performing multiple tasks simultaneously.
- Must have a good audible speaking voice.
- No convictions for Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or drug offenses in the past ten (10) years.
- No convictions for any Class A or B misdemeanor offense(s) within the past ten (10) years.
- Not ever have been or currently on court-ordered supervision or probation for any Class A or B misdemeanor.
- No convictions at any time for a felony offense.
- Not currently under indictment for any criminal offense.
- Never have been convicted of any family violence offense.
- No military discharge under less than honorable conditions.
- Must be of good moral character.
- Must be a citizen of the United States.

► **CONDITIONS OF EMPLOYMENT:**

- Must pass a thorough background investigation conducted by the Wichita County Sheriff's Office.
- Must 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 12<sup>th</sup> 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.

► **APPLY TO:**

To be considered for employment, please submit your completed Wichita County Employment Application, Personal History Statement and all required documents (*Personal History Statement, Page 2, Section 6*) to the:

**Wichita County Sheriff's Office**  
**ATTN: Lieutenant Alan Boyd**  
**900 7th Street, Room 150**  
**Wichita Falls, Texas 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/ADAAA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, Texas 76301.