



Office of the Sheriff

J.R. Patterson

PALO PINTO COUNTY

Law Enforcement Center, 420 Cedar Street

P.O. Box 279

Palo Pinto, Texas 76484

Phone 940-659-2085 Fax 940-659-3801



Notice is hereby given that the Office of the Sheriff of Palo Pinto County, Texas, will begin accepting applications for the following position(s):

Position: Administrative Assistant – Records

Location: Palo Pinto County Sheriff's Office

Salary: \$26.04 - \$26.54 DOE

DEFINITION: A full time employee possessing good computer and general office related skills. This employee reports directly to the Sheriff and must have strong skills in communicating with the public in a polite and courteous manner.

RESPONSIBILITIES AND DUTIES:

This position requires knowledge of Law Enforcement and clerical procedures

The Administrative Assistant – Records will act as the Custodian of Records and should have a working knowledge of the Public Information Act and how to comply legally with all aspects of request for Public Information.

This employee may also be responsible for preparing the payroll report for the County Treasurer assuring that all time sheets, time cards, and other related items are checked for accuracy and that vacation and sick leave balances are kept accurate and up to date.

This employee may perform data entry as is required to generate the Racial Profiling Report, the NIBRS Report, the Operations Account Report, and the Sheriff's Monthly Activity Report.

This employee may prepare purchase orders for vendors on items bought or ordered after approval of the Sheriff. This employee may also correspond with vendors as required.

This employee may assist in handling pre and post employment paperwork.

The Administrative Assistant - Records will assist the Sheriff and the Chief Deputy with correspondence when needed and shall make appointments where necessary for scheduling purposes.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position and is assigned by the Sheriff.

Preferred skills would include: All Microsoft programs, Adobe programs, basic accounting principles, and web design.

Internal applicants must submit a letter of intent to the Sheriff. External applicants must submit an application and resume to the Sheriff. All interested and qualified individuals must apply in person at the Sheriff's Office between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, until position is filled.

The Office of the Sheriff of Palo Pinto County is an Equal Opportunity Employer.