

## **WARRANT CLERK I JOB POSTING**

The Hill County Sheriff's Office, a community-oriented team of law enforcement professionals, is seeking to fill immediate openings. If you are a quality individual looking for long-term employment in a rewarding field, please apply today.

**STARTING PAY:** \$16.58/hour; \$34,486.40/year (base pay)

### **REQUIREMENTS**

- Be at least 18 years of age; be a citizen of the United States; possess a HS Diploma or equivalent
- Possess a valid state driver's license and have a good driving record
- Must be of good moral character
- Ability to work weekends and holidays on occasion
- Ability to become TLETS certified upon hire – no open arrests, no family violence convictions and/or convictions above a Class C Misdemeanor.
- Must have the knowledge necessary to understand basic operational, technical, and office processes
- Candidates will be expected to participate in and pass a background investigation and a medical examination including drug testing
- All personnel shall complete a minimum 12 month new-hire probationary period

### **RESPONSIBILITIES**

- Process warrants in online Court Management System (Odyssey)
- Process warrants back to the District Clerk's Office
- Process civil parts of warrants for service
- Process warrants back to District Clerk's Office once served
- Distributes department letters to Deputy's mailbox for service
- Checks for return of department letters that were served.
- Regular and punctual attendance is required. Must arrive at work on time, prepared to perform assigned duties and work assigned schedule
- Run errands for the office – including, but not limited to within the courthouse and/or to courthouse annexes
- Cross train positions in office and be prepared to perform other duties as assigned
- Occasionally participate in continuing education

### **EXPERIENCE/SKILLS**

- Effectively represent the Sheriff's Office in contacts with the public and law enforcement agencies
- Establish and maintain a cooperative and positive attitude
- Must have the ability to speak English clearly to be understood by others
- Must understand written sentences and paragraphs in English
- Requires knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar
- Must have the ability to read and understand information and ideas presented in writing
- Must have and maintain the ability to work independently
- Must have and maintain the ability to use computer systems necessary to perform duties

- Must have and maintain the ability to concentrate on a task over a period of time without being distracted
- Required to lift up to 15 pounds occasionally
- Specific vision required by this position includes up close and distance
- Required to be bondable under the Sheriff's Official Bond

#### **BENEFITS & PERKS**

- Certification/Education Pay; monthly stipend available upon hire
- Specialized Skills Pay; monthly stipends available up to \$300/month/employee
- Longevity Pay after completion of three years of service
- PTO (Paid Time Off): Accrued 6.81 hours per pay period
- 13 paid holidays observed per year
- FREE employee medical, dental and life insurance; vision insurance available at discounted rate
- Regular day shift hours
- Business casual dress code

#### **RETIREMENT:**

- Hill County is a member of Texas County & District Retirement System (TCDRS)
- 7% of your gross wages per pay period are contributed and matched 2 to 1 by the County
- Vesting requirement is 8 years of continued service.

**TO APPLY:** Go to [www.co.hill.tx.us](http://www.co.hill.tx.us) and download the "Sheriff's Office Employment Application." The applicant must fill out by hand and deliver the completed PHS to HCSO located at 406 Hall Street, Hillsboro, TX.