

# **JAIL CLERK NEEDED!!!**

**Runnels County is looking for highly motivated individual.**

## **JAIL CLERK NEEDED!!!**

Details of Position:

- Part Time (Monday – Wednesday, 8 am to 5 pm, 1 Hour Lunch Break)
- \$13 per hour – benefits only Retirement
- Duties: Data Entry, Basic Accounting, Filing, Creating & Maintaining Records & Reports

Requirements for employment:

- Must have good computer skills
- Must be at least 18 years of age
- Must submit to and pass drug screening
- Criminal history examination • No Family Violence offenses
- No offenses above a Class B Misdemeanor
- No Class B Misdemeanors within the past 10 years
- Proof of citizenship and proof of education (H.S. diploma or G.E.D.)
- Submit to a background investigation
  - NCIC / TCIC certified (Employer Provided)

For Applications contact the Runnels County Jail at:

In Person: 200 South Hickory Hill, Ballinger Tx. 76821

By Phone: 325-365-2110

By E-Mail: [runnelscountyjail@runnelscounty.org](mailto:runnelscountyjail@runnelscounty.org)

**Runnels County is an equal opportunity employer.**