

**INTERNAL POSITION POSTING
INFORMING ALL COUNTY EMPLOYEES
OF POSITION OPENINGS PRIOR TO PUBLIC NOTICE**

JOB TITLE: Full-time Records Clerk

OFFICE: Fannin County Sheriff's Office

JOB DUTIES: Process and file various law enforcement/criminal justice paperwork.

Provide customer service to the public, other law enforcement agencies, and other members of the criminal justice system. Perform other duties as assigned.

QUALIFICATIONS FOR POSITION: Must have high school diploma or general equivalency diploma (GED). Supplemental course work in criminal justice or a related field is preferred.

CRIMINAL BACKGROUND CHECK FOR POSITION: No Class-A Misdemeanor or higher convictions. No Class-B Misdemeanor convictions within the past ten (10) years. Comparable out-of-state convictions apply.

APPLICATIONS: May be picked up at the Fannin County Sheriff's Office, Monday - Friday 8AM – 5PM.

POSITION OPEN UNTIL FILLED