



Sheriff's Office Jail Clerk

The Personnel Board of Houston County is developing an employment register for the Sheriff's Office Jail Clerk position. A completed application must be submitted online at www.houstoncountyal.gov/jobs by 4:30 pm on the closing date.

Job Duties

Performs administrative support services for the Houston County Sheriff's Office – Jail Division. This job description is designed to capture the essential clerical duties of all; therefore a Sheriff's Clerk may or may not perform all tasks on this job description depending on where they are assigned. This position requires regular and prompt attendance plus the ability to work well with others and work well as a team.

Qualifications

High school diploma or GED certificate plus one year of clerical experience. Previous experience in a legal or law enforcement environment is preferred but not required. Must possess a valid driver's license. Required to be bondable for Notary Public Commission. All applicants will be required to submit to a thorough background investigation prior to employment. Other minimum qualifications are at the discretion of the Houston County Sheriff.

Closing Date: September 7, 2024

Starting Salary Grade 15- \$15.48

THE HOUSTON COUNTY PERSONNEL BOARD

An Equal Opportunity Employer