

WICHITA COUNTY

Job Announcement



Posting Number: 2021-044

POSITION: Bond Office Clerk- Sheriff's Office

LOCATION: Wichita County Sheriff's Office (WCSO)
900 7th Street, Room 100
Wichita Falls, Texas 76301

SUPERVISOR: Jail Captain and Sheriff through chain of command

HOURS: Any 8- hour Shift – 5 days on/ 2 days off

SALARY: \$30,000.00 Annually

POSTING DATE: December 16, 2021

CLOSING DATE: December 31, 2021 or Until Filled

► **JOB SUMMARY:**

Provide customer service, assistance and support to defendants, the public, media, officer's, bonding companies, attorneys, Court Administrators Office, District Clerk's Office, County Clerk's Office, District Attorney's Office, Wichita County Jail personnel and surrounding counties.

► **ESSENTIAL DUTIES:**

- Must be able and available to work all shifts to include (8:00 a.m. - 5:00 p.m. and 11:00 a.m. – 8:00 p.m.) 7 days a week.
- Answers the telephone and provides information and assistance to defendants, public, media, officers, bonding companies, attorneys, other Wichita County offices and Wichita County Jail personnel and surrounding counties.
- Enters and maintains records, and data on the computer.
- Makes copies for the defendants, public, media, officers, bonding companies, attorneys, other Wichita County offices, and Wichita County Jail personnel.
- Assists with interfiling paperwork that is filed after a case has opened.
- Compiles and manages jail folders for judges and processes paperwork before and after "Rights" have been read to defendants. Schedules hearings.
- Input magistration information into the computer.
- Schedules appointments for people turning themselves in on at-large warrants.

- Processes jail correspondence and hand-delivers legal documents throughout the Wichita County Courthouse.
- Collect and process cash and surety bonds for inmate release.
- Properly and discretely handles and protects confidential and sensitive information.
- Performs filing and maintenance of conditions of bond and criminal files and records.
- Attends mandatory training for justices and clerks of border counties for preparing necessary documents for, conducting hearings and disposing of waivers of extradition.
- Prepare and file bond reductions with the appropriate court clerk offices.
- Process Indigent Applications for defendants currently in custody.
- Create and file protective orders on open criminal cases.
- Generate and file all ordered for Pretrial Release on open criminal cases.
- Notify Social Security office when their clients are arrested.
- Performs all other job-related tasks and duties as assigned by the Justices of the Peace.

► **MINIMUM QUALIFICATIONS:**

- Must be at least 18 years of age.
- Must have a High School Diploma or GED equivalent. Higher education is desired.
- Previous office experience is required.
- Detention Officer License within twelve (12) months after assignment.
- Must be computer literate and have a working knowledge of Microsoft Office software and mainframe applications.
- Must be able to accurately type at least 40 wpm and input data into a computer with minimal errors.
- Must be courteous and able to conduct self in a professional manner.
- Must be able to develop and maintain good working relationships and rapport with defendants, the public, media, officers, bonding companies, attorneys, Wichita County Jail personnel, Wichita County employees (co-workers, supervisors, department heads and elected officials) and surrounding counties.
- Must be able to handle stressful situations and work effectively under deadlines and heavy workloads.
- Must be able to absorb, retain, and recall large amounts of information and instruction.
- Must be able to prioritize and manage multiple tasks simultaneously.
- General knowledge of civil and criminal laws is preferred.
- Must be able to communicate effectively with others, both verbally and in writing.
- Must have no convictions for felonies or misdemeanors involving moral turpitude.
- Must attend certification, upgrade and/or supplemental approved training courses as required by statute and/or as directed by Justices of the Peace.
- May require overnight travel.

► **WORKING CONDITIONS and PHYSICAL REQUIREMENTS:**

- Must be able to pass a thorough background investigation conducted by Wichita County.
- Must be able to pass a pre-employment physical exam and drug test, paid by Wichita County.
- Must pass a psychological evaluation administered by a trained psychiatrist.
- Must satisfactorily pass a 12th grade level reading comprehension test.
- Must be physically able to lift and/or move loads such as file boxes weighing up to forty (40) pounds.
- Must be physically able to perform various motor movements during the normal workday to include standing, sitting, kneeling, squatting, bending, stooping, pushing pulling, twisting, walking, grasping, squeezing, reaching, and lifting.

