

# WICHITA COUNTY

## *Job Announcement*



**Posting Number: 2022-075**

**POSITION:** Bond Office Clerk- Sheriff's Office

**LOCATION:** Wichita County Sheriff's Office (WCSO)  
2815 Central Frwy. E.  
Wichita Falls, Texas 76302

**SUPERVISOR:** Bond Manager

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

**SALARY:** \$36,278.55 Annually

**POSTING DATE:** September 16th, 2022

**CLOSING DATE:** October 3<sup>rd</sup>, 2022 or until filed

### ► **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 shifts from 8:00 a.m. - 5:00 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.
- Assists with interfiling paperwork that is filed after a case has been opened.
- Compiles and manages jail folders for judges and processes paperwork before and after "Rights" have been read to defendants.
- Input magistrate information into the county computer.
- Schedules appointments for people turning themselves in on at-large warrants.
- 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.

- 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.
- Performs all other job-related tasks and duties as assigned by the Sheriff of Wichita County.
- Prepare daily deposits for the Wichita County treasurer.

► **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.
- 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 satisfactorily pass a 12<sup>th</sup> 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.
- Must be able to work overtime when needed as scheduled.
- Must be able to work independently and without direct supervision.
- Must be able to communicate well and work effectively with others.

- Must conduct self in a professional manner at all times.
- Must treat the public courteously.
- Must be able to sit and work at a desk for long periods.
- Must observe and comply with Wichita County's NO SMOKING policy in County-owned buildings, offices, vehicles, motor driven equipment and on property designated as NO SMOKING areas.

▶ Applicants should submit a completed Employment Application and Personal History Statement, along with all original or certified copies of documents listed on page 2, number 6 of the personal history statement.

**APPLY TO:      Wichita County Sheriff's Office**  
**2815 Central Frwy. E.**  
**Wichita Falls, Tx. 76302**

EQUAL OPPORTUNITY EMPLOYER: It is the policy of Wichita County to recruit, hire, train, and promote persons in all job categories without regard to race, color, national origin, religion, sex, age, or disability. It is the policy of Wichita County to consider qualified individuals according to ADA standards. If notified in advance, requested accommodations will be considered. Final reasonable accommodations will be determined in accordance with ADA standards by departments after appropriate consultation. Rejected accommodations will be documented and retained on file.

TEXAS RELAY: TDD (800) 735-2989, VOICE (800) 735-2988. For candidates requesting Braille, Mobility requests, etc., please call (940) 766-8108. HR/ADA Compliance Office, Wichita County Courthouse, 900 7<sup>th</sup> Street, Room 132, Wichita Falls, TX 76301.