

Matagorda County Sheriff's Office is looking for a highly motivated and dedicated person to fill our ID Clerk vacancy.

Essential Duties:

- Assists public with copies of offense reports and other requested documents
- Provides County and District courts with paperwork for prosecuting cases
- Maintains records on bail bonds
- Furnishes information to other law enforcement agencies
- Completes criminal records checks for security and employment
- Fingerprints and provides record checks for immigration purposes
- May testify in court on any records or evidence
- Must be able to operate a computer

Experience and Training:

- High School diploma or equivalent, plus 2 years of related clerical and technical experience
- Notary certification will be required
- Certification as a TCIC/NCIC-TLETS/NLETS Operator

Must pass a thorough background check and able to meet requirements per TCOLE rules

**\*\*Position is open until filled\*\***

Questions, contact Sgt. Sadler at 979-245-5526

Applications can be picked up at the Sheriff's Office, Monday-Friday 8a-5pm