



Sheriff Will Holt

210 E. Dyer Street
Office: (254) 559-2481
Fax: (254) 559-2882
Jail: (254) 559-2705

<https://www.facebook.com/StephensCountyTXSO/>



OFFICE MANAGER HIRING ANNOUNCEMENT

Notice is hereby given that the Stephens County Sheriff's Office (TX), is currently accepting applications and resumes for the following position:

Title: Office Manager (Full-Time)
Location: 210 E. Dyer Street, Breckenridge, TX
Salary: \$13.60/HR (plus yearly longevity pay)
Benefits: Health Insurance, Dental & Vision Insurance, Vested Retirement at 8 Years, Work for a Modern, Professional Agency in a Rural, Small Town, Vacation & Sick Time, See the Effects of Your Work in Our Community.

Please turn in our county-wide employment application AND your professional resume at the Sheriff's Office or via email at sheriff@stephenscountytexas.gov. If you deliver these materials in person, please ask for Sheriff Will Holt of Chief Deputy Roach.

Applications that are illegible, not accurate, or incomplete will result in the applicant being immediately removed from the hiring process. Please also include copies of any and all relevant certificates, degrees, licenses, awards, commendations, or proof of other relevant skill sets.

Download or print the county-wide application here.

<http://www.co.stephens.tx.us/upload/page/2603/docs/Sheriff/SheriffEmploymentApplication.pdf>

Minimum Qualifications

- Must be at least 21 years of age.
- Must be a United States Citizen.
- Must be a High School Graduate or Possess a GED Equivalent.
- Must be in Good Physical and Mental Health and Free of any Drug Dependency or Illegal Drug Use.
- Must Have No Criminal Record Other Than Citations for Traffic Violations.
- Must Possess a Valid Texas Driver's License.
- Must have Reliable Transportation with Proof of Automobile Insurance.
- Must be Willing and Able to Work 8 Hours, 8AM to 5PM, Monday – Friday.



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Applicants will be screened and subjected to a complete background investigation. Selected applicants will be notified for an interview. No information will be disclosed before or during the screening process.

Basic Job Responsibilities

- Work under the direction of the Chief Deputy and the Sheriff
- Intermediate-Level Computer Skills & Able to Learn 2 Types of Software Programs
- Primary Telephone Receptionist & Front Desk Public Interaction
- Demonstrate Excellent Customer Service & Effective Communication Skills
- Assist in developing strategies to build partnerships with the community
- Be a Problem Solver & Show Self-Initiative
- Multi-Task Short & Long-Term Projects and Duties
- Know How to E-Mail, Fax, Create & Function within Word & Excel Documents
- Effectively Work with Other Elected Officials & Their Staff within County Government
- Effectively Work with All Criminal Justice Agencies & Their Personnel
- Develop a Working Knowledge of How the Criminal Justice System Operates, So As to Help Execute the Functions of the Sheriff's Office
- Proactively & Reactively Supply Office Materials within the Budget
- Be a Good Steward of Tax Payer Money
- Be a team player
- Be Able to Show Patience, Humility, and Confidence when Interacting with Defendants and Their Family Members, Both in Person and Over the Phone
- Demonstrate that You Have or Can Deal with Difficult People
- Execute Daily, Monthly, and Annual Tasks with Efficiency

The Office of the Sheriff of Stephens County is an Equal Opportunity Employer.