

**THE VICTORIA COUNTY SHERIFF'S OFFICE  
THE COUNTY OF VICTORIA IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.**

**Principal Duties and Responsibilities:**

1. Answer phones, assist callers with requests for information regarding records, warrants, time served, etc.
2. Data entry including warrant entry, county and district court bills, orders, capias withdrawals, dismissals, Grand Jury indictments, etc.
3. Coordinate with other counties and Courts/Extradition Unit to schedule in state and out of state extraditions.
4. Effectively coordinate with other county offices including County and District Clerk's offices, DA's office, Adult Probation, Parole, JDC, JP offices, etc. on numerous tasks to ensure good working relationships.
5. Coordinates with TDCJ regarding detainers, bench warrants, time served etc.
6. Process Victoria County bonds and out of county bonds.
7. Coordinate with Adult Probation and bail bonding agencies for travel expense reimbursement.
8. Assist Records Administrator as needed with quality control of reports and data entry for compliance with TCOLE Racial Profiling Report, IBR, UCR, CJIS etc.
9. Assist Records Administrator in meeting compliance for deadlines and regulations with requests for public records under the Freedom of Information Act and Texas Public Information Act.
10. Interface with public in VCSO lobby and delegate to appropriate division.
11. Digitize records including but not limited to Jail Files, CR Folders, Medical Records and other misc. files.
12. Perform other duties as assigned.

**Minimum Qualifications:**

- HS diploma or equivalent.
- Typing speed of 30 wpm or better; experience with computer systems.
- Excellent communication skills.
- Ability to multitask and determine priority in a fast-paced work environment.
- Ability to learn new tasks quickly and effectively.
- Ability to take on a heavy workload and accurately complete projects in a timely manner.

**CHAIN OF COMMAND:**

This position reports and is accountable to the Records Unit Supervisor.

**Hourly Rate: \$15.63 to \$21.10**

**Closing Date: June 29 at 5:00 pm**

**To apply for this position an application may be picked up by contacting the Training Unit at the Sheriff's Office or from the website – [www.joinvictoriaso.org](http://www.joinvictoriaso.org) . Upon completion, applications should be turned in to the Training Unit at the VCSO.**