

**Bobby Adams**  
**Sheriff**



2005 East Main Street  
Madisonville, TX 77864

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## MADISON COUNTY SHERIFF'S DEPARTMENT

**Job Title:** Sheriff's Office Records Clerk Position – Full Time

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**Department:** Madison County Sheriff's Department

**Date Posted:** October 1, 2021

OCT 01 2021

**Closing Date:** Open until filled.

BY Suzanne Morris County Clerk  
HERIFF, MADISON COUNTY, TEXAS

### Basic Qualifications:

This is a position requiring responsibility, dedication and the ability to communicate and work with people. To perform a wide variety of general secretarial and clerical duties.

### Education & Experience:

Completion of 12<sup>th</sup> grade education or equivalent  
One to two years of increasing responsible secretarial and clerical experience  
Additional specialized secretarial or clerical training is desirable

### Examples of Job Duties:

Custodian of records for case files- Maintaining and Filing all case packets for Patrol.  
Scanning documents into Netdata.  
Entering in Warnings/Citations  
Completing the Racial Profiling Annual report.  
Completing the Nibrs reporting each month.  
Pulling Dash Cam and Body Cam footage for case reports and record requests.  
Pulling and completing all requests from the District Attorney's Office.  
Custodian of records for Dispatch- Including pulling 911 recordings.  
Keeping maintain files on Dispatch Radio logs/monthly reports/etc.  
Assists on answering the phones.  
Keep current on all Policy and Procedures relating to open records.  
Filling open records requests. - we have 10 days to complete these transactions per the Attorney General's Office.  
Keep up with money orders and taking them to Treasurers office. (charging accurately for reports)

### Other Information:

Applications may be picked up at the Madison County Sheriff's Office located at 2005 E. Main Street, Madisonville, TX, downloaded from the Madison County Website at <http://www.co.madison.tx.us/page/madison.Home> or if you would like an application emailed to you, please email [MCSO@madisoncountytexas.org](mailto:MCSO@madisoncountytexas.org).

**Madison County is an Equal Opportunity Employer.**