



**ANDERSON COUNTY
SHERIFF'S OFFICE
W. R. FLORES, SHERIFF**
1200 E. LACY ST. PALESTINE, TEXAS 75801
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Job Vacancy Announcement

02-23-2024

Position: Bail Bond Clerk – Bond Supervision & Collection Office (Full-Time)

Open until: 04-23-2024

Salary: \$36,400 annually. Step pay: \$1,200 annually after 24 months of service and \$1,800 annually after 60 months of service. Paid overtime and holidays, TDCRS retirement benefits (2:1 contribution, 7% multiplier). (This job is only funded for the current year. It may not be funded in subsequent budget years.)

Summary of Position: The Bond Clerk maintains bond company surety balances, notifies bond companies that are not in compliance with security ratios, and provides bond information to appropriate courts or county offices in Anderson County Texas. This position may require occasional overtime (evenings and/or weekends) and travel.

Essential Duties:

- Receive, sort, and distribute felony, misdemeanor, and out of county bonds.
- Research bonds for Anderson County and out of County court clerks.
- Maintain filing system of bonded defendant information.
- Handle all incoming and outgoing correspondence relative to their position.
- Distribute correspondence and information to Anderson County Judges, Court Clerks, Treasurer, Auditor, District Attorney, and other county offices as appropriate.
- Handle all information and correspondence for in and out of county bonds.
- Input, update, and close out files for bond company surety balances and bond companies regarding their compliance or noncompliance with security ratios.
- Prepare and maintains bond files and prepares monthly reports for the Sheriff.
- Attend all training necessary for their position or assignment.
- Performs other duties and assignments as directed by the Sheriff or his designee.

A job profile is not a comprehensive job description.

Minimum Qualifications: High School Diploma or GED is required; related work experience is preferred. Must be at least 18 years of age at the time of employment and have a valid Texas driver license. Must pass criminal history background check and drug screen. Knowledge of office procedures, spelling, grammar, punctuation, and arithmetic. Skill in using a personal computer and office equipment. Ability to prepare and maintain records, files, and reports; and to communicate effectively, both verbally and in writing.

Applications are mandatory and available online at www.co.anderson.tx.us under the Sheriff's tab or Employment Opportunities tab, or they may be picked up at the Sheriff's Office.