

OFFICE OF THE
SHERIFF
NACOGDOCHES COUNTY
JASON BRIDGES SHERIFF

2306 DOUGLASS HIGHWAY
NACOGDOCHES, TEXAS 75964
jbridges@nac-sheriff.com



OFFICE: 936-560-7794
ADMIN: 936-560-7790
FAX: 936-560-6446

Receptionist Opening

The Sheriff's Office is seeking candidates to fill a full-time receptionist position.

Current salary scale is \$32,540.00 to \$35,853.00 per year, adjusted over three years and depending on experience.

Benefits include numerous paid holidays, accrued time off, county-paid health insurance and a generous retirement plan.

Ideal applicants have strong communication skills, the ability to work independently and are proficient with office equipment and computers. Bilingual in English-Spanish is a plus.

Background check required.

Duties include:

- Handling paperwork of a sensitive nature.
- Customer service.
- Routing calls, taking messages.
- Other duties as assigned.

Job application available at www.nac-sheriff.com/jobs, or pick one up in person at 2306 Douglass Road, Nacogdoches, Texas 75964.

Completed applications should be returned to

Nacogdoches County Sheriff's Office
2306 Douglass Road
Nacogdoches, Texas 75964.