

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 NCSO is seeking candidates to fill a full-time receptionist position.

Current salary scale is \$30,611.00 to \$33,924 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 flexible. Proficiency with office equipment and computers is required. Bilingual is a plus.

Background check required.

Duties include:

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

Scan the code below to download an application, or pick one up in person at 2306 Douglass Road, Nacogdoches, Texas 75964. Applications are also available at [nac-sheriff.com/jobs](http://nac-sheriff.com/jobs).

Completed applications should be returned to the NCSO at 2306 Douglass Road, Nacogdoches, Texas 75964.

