



## ORANGE COUNTY SHERIFF'S OFFICE

P. O. Box 1468 • Orange, TX 77631-1468  
Orange Office (409) 883-2612 • Vidor Office (409) 769-6391  
Lchapman@co.orange.tx.us • www.ocsheriffsoffice.com



**BOBBY SMITH**  
SHERIFF

**RICHARD HOWARD**  
CHIEF DEPUTY

# Records Clerk

**Division:** Support

**Department:** Sheriff's Office

**Salary:** Starting at \$17.75 / hour – Grade NE-1

**Eligibility:** High School Diploma or General Education Degree (GED); One year Certificate from College or Technical School Preferred and/or three to six months related experience and/or training; or equivalent combination of education and experience.

**Duties:** Prepares jail booking documents for scanning. Receive and scan DPS tracking forms CR-43 and fingerprints for release to officers and agencies. Receive and scan PC Affidavits for all county arrests and maintain files in RVI Systems. Prepare letters of incarceration for bondsmen. Assist with Governor's Warrants, Writs, Subpoenas, and expunctions, answer incoming correspondence for insurance requests. Provide functions of the Bond Secretary and Warrant Secretary upon their absence. Frequently exposed to sensitive information requiring a heightened state of confidentiality. Any and all other duties assigned.

All personal history statements / applications, which are available at the sheriff's office or online at <https://ocsheriffsoffice.com/jobs>, as well as letters of interest must be filed no later than 2:00 P.M. on July 7, 2025, with Susan Bland of Personnel at (409) 882-7942. Include a brief description of your qualifications for the position listed.

Any applicant tentatively selected for this position will be required to submit to testing for illegal drug use prior to employment. We are an equal opportunity employer. We do not discriminate based on race, religion, color, age, national origin, or disability.

**Contact:**

Susan Bland  
(409) 882-7942

Orange County Sheriff's Office  
Sbland@co.orange.tx.us

Personnel Office