

# Grimes County Salary Structure

## Grade Definitions

GRADE LEVEL	SALARY RANGE/WITH TENURE	DESCRIPTION**	POSITIONS
1	\$8.00 - \$14.00	This grade is reserved for part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week.	<b>Veterans' Service Officer</b> <b>Part-time Maintenance</b> <b>Part-time Clerk</b> <b>Livestock Officer</b>
2	\$12.00 - \$14.40/\$15.60	<b>Gen Admin:</b> Office positions must be able to perform basic clerical duties, i.e. make copies, process repetitive/similar transactions & filing. Non-office position must be able to perform basic building maintenance.  <b>R&amp;B:</b> No position listed at this level.	<b>Clerk II</b> <b>Maintenance</b> <b>GHRC Office Manager</b>
3	\$13.00 - \$15.60/\$16.80	<b>Gen Admin:</b> Must be able to perform level 2 duties in addition to added financial responsibility, i.e. balance cash drawers/make deposits.  <b>R&amp;B:</b> Must be able to operate light equipment/shred/patch/sign crew.	<b>Clerk III</b> <b>Light Eqpt. Operators R&amp;B</b> <b>Light Eqpt. Operators D/C*</b>
4	\$14.00 - \$16.80/\$18.00	<b>Gen Admin:</b> Office positions must be able to perform Grade 3 duties plus higher level financial/legal responsibility, i.e. prepare reconciliations, legal letters/documents for court. Responsible for state issued inventory. Office manager at this level oversees employees up to Grade 3. Non-Office positions at this level must oversee at least one maintenance position.  <b>R&amp;B:</b> Clerk IV	<b>Clerk IV</b> <b>Office Manager IV</b> <b>Fairgrounds Manager</b>
5	\$15.00 - \$18.00/\$19.20	<b>Gen Admin:</b> Office positions must be able to perform Grade 4 duties plus higher financial responsibilities at county-wide level, i.e. processing payroll, 1099's, internal financial report audits and processing county insurance claims, etc. Processes District Court records. Office manager at this level oversees employees up to a Grade 4.  <b>R&amp;B:</b> Must possess a Class A or B CDL.	<b>Clerk V</b> <b>Office Manager V</b> <b>Assistant Treasurer</b> <b>Auditor II***</b> <b>R&amp;B CDL Driver</b>

6	\$16.00 - \$19.20/\$20.40	<b>Gen Admin:</b> Building Maintenance Manager/Community Service Coordinator that oversees employees up to a Grade 4 and probationers.  <b>R&amp;B:</b> Assist lead mechanic and/or possess a Class A CDL and operate heavy equipment/Gradall.	<b>Mechanic Operator R&amp;B Operator D/C* Gradall Operator R&amp;B Gradall Operator D/C* Bldg. Maint. Mgr./CS Coord.</b>
7	\$17.00 - \$20.40/\$21.60	<b>Gen Admin:</b> Internal on-site audits/prepare financial statements for county, maintain budget/monetary accountability for all county offices, and maintain offices in compliance with Federal, State and Local laws and regulations.  <b>R&amp;B:</b> No position listed at this level.	<b>Assistant Auditor*** Co. Clerk Chief Deputy Dist. Clerk Chief Deputy</b>
8	\$18.00 - \$21.60/\$22.80	<b>Gen Admin:</b> Administrative Assistant for the County Judge/ Chief Budget Officer  <b>R&amp;B:</b> Responsible for the administration of the Road and Bridge Department.  Perform basic road building to a finished surface meeting County R&B requirements  Responsible for repair and maintenance of both light and heavy equipment.	<b>Executive Assistant Finished Blade Operator Lead Mechanic</b>
9	\$19.00 - \$22.80/\$24.00	<b>Gen Admin:</b> No position listed at this level.  <b>R&amp;B:</b> Manages 8 or more employees and has thorough understanding of the duties of employees Grades 1-7.	<b>R&amp;B Foreman D/C Foreman</b>
10	\$20.00 - \$24.00/\$25.20	No positions listed at this level.	<b>No Positions</b>
SO1	\$13.00 - \$17.80/\$19.00	<b>Law Enforcement:</b> Dispatchers, Jailers, Evidence/Sex Offender Registrar, Records Clerk and Diversion Crew positions.	<b>Dispatchers Jailers Evidence/SOR Records Clerk Diversion Crew</b>
SO2	\$16.00 - \$18.80/\$20.00	<b>Law Enforcement:</b> Oversees Dispatchers and Jailers	<b>Jail Sergeant Dispatch Supervisor</b>
SO3	\$17.00 - \$19.80/\$21.00	<b>Law Enforcement:</b> Performs law enforcement duties and transports inmates.	<b>Patrol Deputy Jail Deputy</b>

PT-SO3	\$17.00 – \$19.80/\$21.00	<b>Part-time Bailiff:</b> Performs law enforcement duties and/or transports inmates. Part-time employees are not entitled to tenure and work less than 30 hours per week.	<b>Part-time Bailiff</b>
S O4	\$18.00 – \$21.80/\$23.00	<b>Law Enforcement:</b> Oversees and supervises patrol deputies/conducts major criminal investigations.	<b>Patrol Sergeant SO Investigators</b>
DEPT. HEAD I	\$20.00 - \$27.60/\$28.80	Manages own budget, and has overall responsibility for department's operation.	<b>Voter/Election Administrator Environmental Coordinator HR Director 9.1.1. Addressing Coordinator Crime Victims Coordinator EMC/Subdivision Coordinator Lieutenant Captain Jail Administrator</b>
DEPT. HEAD II	\$22.00 - \$30.00/\$31.20	Manages own budget, has overall responsibility for department's operation and oversees 15 or more employees.	<b>R&amp;B General Superintendent SO Chief Deputy</b>
DEPT. HEAD III	\$34.00 – \$40.00/\$41.20	Appointed by the District Judge(s). Prepares and administers accounting records for all county funds. Audits the records and accounts of the various county departments. Verifies the validity and legality of all county disbursements. Forecasts financial data for budgetary formulation purposes.	<b>County Auditor***</b>
PARA- PROF. I	\$20.00 - \$24.00/\$25.20	Legal secretary, administrative assistant to County Attorney, District Attorney or County Court at Law	<b>DA Administrative Asst. Co. Atty. Administrative Asst. CCL Administrative Asst.</b>
PARA- PROF II	\$20.00 - \$30.00/\$31.20	District Attorney Investigator must be able to run investigation through multiple jurisdictions and agencies while supervising additional ongoing investigations.	<b>District Attorney Investigator</b>
PROF. I	\$20.00 - \$33.80/\$35.00	Degreed position, requires state certification	<b>Juvenile Probation Officers***</b>
PROF. II	\$30.00- \$48.80/\$50.00	Degreed position, state certification and oversees Juvenile Probation Officers  Degreed/board certified attorneys  Degreed, oversees IT Dept.	<b>Chief Juvenile Prob. Officer*** Asst. District Attorney IT Director</b>
PROF. III	\$30.00- \$58.80/\$60.00	Degreed, state license and must comply with continuing education requirements	<b>R&amp;B Engineer</b>

\*D/C – Drainage Crew 491

\*\*For full job description, see job description for each individual position. Duties are **NOT** limited to the items listed above. The purpose of this list is solely to distinguish between grade levels.

\*\*\*Salary determined by District Judges

*NOTE: Compensation for grant funded positions are not applicable to the County Salary Structure.*