

Grimes County Salary Structure

Grade Definitions

GRADE LEVEL	SALARY RANGE/WITH TENURE	DESCRIPTION**	POSITIONS
1	\$8.00 - \$20.00	This grade is reserved for part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week.	Temporary Positions Veterans' Service Officer Maintenance /Community Service Part-time Clerk Livestock Officer (LE) Librarian (LE) GHRC Driver
2	\$12.00 - \$15.00/\$16.20	Gen Admin: 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. R&B: No position listed at this level.	Clerk II Maintenance/Custodian GHRC Office Manager
3	\$13.00 - \$16.25/\$17.45	Gen Admin: Must be able to perform level 2 duties and have added financial responsibility, i.e. balance cash drawers/make deposits OR position requires a Spanish/English bilingual employee Environmental: Performs basic duties for Solid Waste and 911 addressing. Installation of street and road signs. R&B: Must be able to operate light equipment/shred/patch/sign crew.	Clerk III Solid Waste Coordinator/911 GIS Assistant/Sign Installer Light Eqpt. Operator
4	\$14.00 - \$17.50/\$18.70	Gen Admin: 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 4. Non-Office positions at this level must oversee at least one maintenance position.	Clerk IV Office Manager IV Fairgrounds Manager Crimes Victim Liaison

5	\$15.00 - \$18.75/\$19.95	<p>Gen Admin: Office positions must be able to perform Grade 4 duties plus higher financial responsibilities at county-wide level. Processes District/County Court records. Office manager at this level oversees employees up to a Grade 5.</p> <p>R&B: Must possess a Class A or B CDL.</p> <p>BM: Manages building maintenance and janitorial services, oversees probationers.</p>	<p>Clerk V HR Assistant (Effective 10-1-21) Office Manager V CDL Driver Designated Rep. for TCEQ</p> <p>Building Maintenance/Custodian/Mechanical</p>
6	\$16.00 - \$20.00/\$21.20	<p>Manages all aspects of criminal courts, preparation of Grand Jury, responsible for all court appeals and non-disclosures as well. Will be assisting Chief Deputy and act as Chief in absence.</p> <p>Manage all financial accounts. Supervise employees as well as other duties in the chief deputy's absence.</p> <p>R&B: Assist lead mechanic</p>	<p>1st Assistant Dist. Clerk Chief Deputy</p> <p>Assistant Chief Deputy</p> <p>Mechanic Operator</p>
7	\$17.00 - \$21.25/\$22.45	<p>Manages Accounts Payable, assists Treasurer and 1st Assistant with payroll, cash management, accounts receivable, internal, and external monthly, quarterly, and annual reports.</p> <p>R&B: Position is highly proficient in the operating of complex and specialized heavy construction equipment & possess a minimum of 5 years' experience.</p>	<p>2nd Assistant Treasurer 1st Co. Clerk Chief Deputy Dist. Clerk Chief Deputy Tax Assessor Collector Chief Deputy</p> <p>Senior Operator</p>
8	\$18.00 - \$22.50/\$23.70	<p>Manages Payroll & Payroll reports (i.e. F941 and W-2s) for all county employees and/or is the designated chief deputy and supervises up to a grade level 7 employee(s)</p> <p>PC Tech directly reports to the IT Director</p> <p>R&B: Responsible for the administration of the Road and Bridge Department.</p> <p>Performs basic road building to a finished surface meeting County R&B requirement</p> <p>Responsible for repair and maintenance of both light and heavy equipment.</p>	<p>1st Assistant Treasurer</p> <p>PC Technician</p> <p>Executive Assistant (R&B)</p> <p>Finished Blade Operator</p> <p>Lead Mechanic</p>

9	\$19.00 - \$23.75/\$24.95	Gen Admin: No position listed at this level. R&B: Manages 8 or more employees and has thorough understanding of the duties of employees Grades 1-7.	Foreman
10	\$20.00 - \$25.00/\$26.20	No positions listed at this level.	No Positions
LE-Part Time	\$8.16- \$20.40	This grade is reserved for LE part-time employees. Part-time employees are not entitled to tenure and work less than 30 hours per week.	LE Livestock Officer LE Librarian
LE1	\$13.26 - \$18.15/\$19.35	Law Enforcement: Dispatchers, Jailers, Cadet, Evidence/Sex Offender Registrar, Records Clerk and Diversion Crew positions.	Dispatchers Jailers Cadet Evidence/SOR Records Clerk Diversion Crew
LE2	\$16.32 – \$19.17/\$20.37	Law Enforcement: Oversees Dispatchers and Jailers	Jail Sergeant Dispatch Supervisor
LE3	\$17.34 – \$20.19/\$21.39	Law Enforcement: Performs law enforcement duties and transports inmates.	Courthouse Security Patrol Deputy Jail Deputy Constable Deputy
PT-LE3	\$17.34 – \$20.19/\$21.39	Part-time Bailiff: Performs law enforcement duties and/or transports inmates. Part-time employees are not entitled to tenure and work less than 30 hours per week.	Part-time Bailiff
LE4	\$18.36 – \$22.23/\$23.43	Law Enforcement: Oversees and supervises patrol deputies.	Patrol Sergeant
LE5	\$20.40- \$25.50/\$26.70	Law Enforcement: Conducts major criminal investigations.	Investigators
LE6	\$20.40 – \$28.15/\$29.35	Law Enforcement: Manages own budget and has overall responsibility for department’s operation.	Lieutenant Captain Jail Administrator
LE7	\$22.44 – \$30.60/\$31.80	Law Enforcement: Manages own budget, has overall Responsibility for department’s operation and oversees 15 more employees	Chief Deputy

DEPT. HEAD I	\$20.00 - \$27.60/\$28.80	Manages own budget and has overall responsibility for department's operation.	Voter/Election Administrator HR Director 9-1-1 GIS Environmental DH Crime Victims Coordinator EMC/Subdivision Coordinator
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. Manages daily operations and maintenance of multiple county facilities	R&B General Superintendent Maintenance/Community Service Coordinator
DEPT. HEAD III	\$34.00 – \$40.00/\$41.20		NO POSITIONS
PARA-PROF. I	\$20.00 - \$24.00/\$25.20	Legal secretary, administrative assistant to County Attorney, District Attorney or County Court at Law and County Judge	DA Administrative Asst. Co. Atty. Administrative Asst. CCL Administrative Asst. Co. Judge Executive Asst.
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.	District Attorney Investigator CV Case Worker/Investigator
PROF. I	\$20.00 - \$33.80/\$35.00	Degreed position, requires state certification	Juvenile Probation Officers****
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. Transcribe & maintain records of court proceedings	Chief Juvenile Prob. Officer**** Asst. District Attorney IT Director Court Reporter
PROF. III	\$30.00- \$58.80/\$60.00	Degreed, state license and must comply with continuing education requirements	R&B Engineer

EO		This grade is reserved for elected officials	County & CCL Judge Commissioners #1, #2,#3,#4 County & District Attorney County & District Clerk Constable #1, #2, #3-#4 JP #1, #2, #3 Sheriff Tax Assessor Treasurer
AO	Salary is determined by District Judges	This grade is reserved for the Auditor's Office	Auditor Assistant Auditors
GF	Salary is determined by grant	This position is funded or partially funded by a Grant	DA Caseworker/Investigator LE Investigator (MTTF) CVC Liaison GHRC Clerk II*

* Partially county funded

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 the Juvenile Board

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

Updated in Commissioners Court and approved on May 5, 2021