

# Administration / Support



**Jo Ann Sargent**  
Administrative  
Assistant



**Cynthia Clark**  
File Clerk

## Human Resources

- Jasper County's Human Resources Department is handled through the Treasurer's Office. Due to the fact the Sheriff's Office has greater than 50 employees, some of the administrative functions such as time management, compensation issues, employee disciplinary files, and Texas Commission on Law Enforcement Standards and Education licensing are handled in-house.

## Finance

- The responsibilities of the budget vary greatly and include the supervision, coordination, and administration of major financial affairs impacting the Sheriff's Office including accounting, budgeting, financial reporting, fleet management, fixed assets and purchasing. Additionally, this department is responsible for receiving and processing the deposit of collections, fines, inmate commissary and medical processed through the Jail. This staff also manages the business of the Jasper County Sheriff's Association, a non profit incorporation.