



**FREESTONE COUNTY CLERK'S OFFICE
JOB OPPORTUNITY ANNOUNCEMENT**

Date: August 3, 2026

Position: Full-Time Deputy Clerk

Duties: Record documents, issue birth/death records and marriage license, civil cases, probate cases, copy duties and copy desk, general duties with customer assistance, answering phones, scanning documents and as assigned job duties.

Requirements: Experience working with the public is essential. Office experience and computer skills such as Microsoft Word, Excel and Data Entry is a must. Be able to multitask in a fast-paced environment. Must be able to lift up to 30 pounds.

Eligibility: You must have a High School Education or GED.

All interested may obtain an application from our office at 103 East Main, Fairfield, Texas or one can be downloaded from the County's Website www.co.freestone.tx.us. Please return applications to the County Clerk office.

Applications will be accepted through August 24, 2026 by 5:00 p.m.