

FREESTONE COUNTY
NOTICE OF EMPLOYMENT OPPORTUNITY

DATE: June 27, 2024

POSITION: Clerk 1 – Full Time; County Judge’s Office

REPORTS TO: Judge Linda Grant

SALARY RANGE: Up to \$30,000.00

BENEFITS: Medical, Vision, and Dental insurance; Vacation and Sick Leave.

RESPONSIBILITIES AND PREFERRED SKILLS:

- Ability to perform normal office duties, including good computer skills.
- Ability to work well with others including the general public.
- Assignment to other duties as needed.
- Must be 18 years old or older and have high school diploma or GED equivalent.
- Must submit to a pre-employment drug and background screening if employment opportunity is offered.
- Must possess a valid driver’s license.
- Bilingual (proficient in Spanish).

Applications and additional information for this position can be obtained from the Freestone County Judge’s Office, 118 E. Commerce, Room 205, Fairfield, Texas. Applications can also be obtained from www.co.freestone.tx.us. Applications will be accepted through July 17, 2024.