



**April 14, 2025**  
**OPEN EMPLOYMENT LISTING**

**FREESTONE COUNTY TREASURER'S OFFICE**

**POSITION-** FULL TIME / CHIEF DEPUTY TREASURER

**BENEFITS-** Holidays, Vacation, Personal, Sick Leave, Retirement, Insurance

**ELIGIBILITY-** High School Diploma or Equivalent

**SALARY-** Base pay to the position

**REPORTS TO-** Mandy Chavers, County Treasurer

**REQUIREMENTS:**

- 2 or more years of computer experience (MS Office//will train on other software programs)
- Must possess excellent public relations, communication & telephone skills
- Must pass a Drug Test & Criminal Background Check
- Must be able to be bonded

**DUTIES:**

- Accounts Payable and Receivable experience preferred
- Human Resource experience preferred
- Payroll
- Filing/Answering Phones
- Typing/Data entry
- Ability to function independently
- Exercise good and ethical judgment
- Manage multiple projects simultaneously
- Work under pressure in a high-volume office
- Meet established deadlines
- Organize and maintain accurate records
- Handle a multi-task environment
- Effectively work closely with others
- Respond to requests and inquiries from employees and the general public
- Work independently on assigned duties
- Work will involve confidential information
- Moderate lifting (10-50 pounds)
- Carry out all other duties not listed herein that might be required by the County Treasurer for the proper operation of the department

Applications may be picked up at:

Freestone County Treasurer's Office  
Located at the County Courthouse  
118 E. Commerce St, Room 102  
Fairfield, TX 75840

**or**

Freestone County website:  
**[www.co.freestone.tx.us](http://www.co.freestone.tx.us)**  
Click on **Employment Opportunities**  
and download.

- Applications **MUST** be returned by mail or hand delivered to the County Treasurer's Office.
- Deadline to submit application: Open until position is filled.