

FREESTONE COUNTY

NOTICE OF EMPLOYMENT OPPORTUNITY

DATE: December 23, 2024

POSITION: JP Clerk

Full Time; Justice of the Peace, Precinct #3

REPORTS TO: Judge Cinnamon Archibald

SALARY RANGE: Up to \$33,200.00

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 a high school diploma or GED equivalent.
- Must submit to a pre-employment drug and background screening if employment opportunity if offered.
- Must possess a valid driver's license.
- Bilingual is a plus, but not required.

Applications 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 January 15, 2025.