



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
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.