



**March 5, 2026**

**OPEN EMPLOYMENT LISTING**

**FREESTONE COUNTY TREASURER'S OFFICE**

**POSITION-** PART TIME / TREASURER ASSISTANT

**ELIGIBILITY-** High School Diploma or Equivalent, Preferred degree in Human Resources and/or Accounting

**SALARY-** \$15/hour

**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/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 any other duties that might be required under the Chief Deputy Treasurer for the proper operation of the department

Applications may be picked up at:

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

**or**  
Freestone County Judge's Office  
118 E. Commerce St, Room 205  
Fairfield, TX 75840

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 either listed offices.
- Deadline to submit application: **April 1<sup>st</sup>, 2026.**