

# Juvenile Probation Full-Time Secretary

## Notice of Employment Opportunity

The 77<sup>th</sup> Juvenile Probation District is accepting applications for a full-time Secretary for the Freestone County office in Fairfield, Texas. Duties include bookkeeping and accounting. Applicant must have knowledge and experience of relevant software applications-spreadsheets, word processing, and database management. A criminal background check and a drug test is required. Must be at least 21 years of age. A high school diploma or its equivalent is required.

Obtain an application at: Limestone County Juvenile Probation Department, 908 N. Tyus, Groesbeck, Texas 254-729-3569 or at the Freestone Juvenile Probation Department, 112 E Main St. Fairfield, Texas 903-389-4065. Equal Opportunity Employer. Until filled. For questions or applications, please email [gary.dyer@co.limestone.tx.us](mailto:gary.dyer@co.limestone.tx.us).