

FREESTONE COUNTY JOB OPENING

DATE: January 27, 2025

POSITION: CLERK

REQUIREMENTS: Ability to perform normal office duties, have general computer skills, and ability to work well with others including the general public.

ESSENTIAL RESPONSIBILITIES: Collect, count, and account for money accurately, balance cash drawers daily, account for all funds collected and disbursed. Perform all duties in relation to collections of property taxes, registration of automobiles, and transferring automobile titles. Must be able to communicate well with customers, employees, and other individuals to answer questions and explain property tax and automobile transactions.

ANNUAL SALARY: \$31,200

REPORTS TO: Daniel M. Ralstin, CTA, Tax Assessor-Collector

Applications may be obtained from the County Judge's Office or online at www.co.freestone.tx.us under Employment Opportunities. Send application and resume to Freestone County Tax Assessor-Collector, Daniel M. Ralstin, 305 W. Commerce, P.O. Box 257, Fairfield, Texas 75840.

Deadline for submission is February 15th, 2025.