



July 1st, 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 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

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

Freestone County website:

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: **JULY 29th, 2026.**