**NOTICE OF JOB OPENING**

**RED RIVER COUNTY**

**09/09/2025**

**A POSITION FOR A TEMPORARY FULL-TIME ADMINISTRATIVE SECRETARY IN THE RED RIVER COUNTY SHERIFF’S OFFICE, 500 NORTH CEDAR STREET, CLARKSVILLE, TEXAS 75426.**

**HOURS REQUIRED: 40 HOURS WEEKLY**

**EDUCATION KNOWLEDGE, SKILL AND ABILITY REQUIRED TO BE CONSIDERED:**

Must have a High School Degree or GED.

Must be able to pass a physical and drug screening.

Must be able to pass a psychological exam.

Strong computer skills and knowledge of office machines.

Strong written communication and organizational skills.

Ability to add, subtract, multiply and divide in all units of measures.

Ability to read and interpret documents.

Ability to speak effectively with the public.

Ability to multitask.

Any and all other duties assigned.

**APPLICATIONS WILL BE EXCEPTED UNTIL POSITION IS FILLED.**

RED RIVER COUNTY IS AN EQUAL OPPORTINITY EMPLOYER.