

NOTICE OF JOB OPENING

A POSITION FOR A FULL TIME DEPUTY TREASURER IN THE COUNTY TREASURER'S OFFICE IS OPEN, 200 N. WALNUT STREET, COURTHOUSE ANNEX, CLARKSVILLE, TEXAS 75426

903/427-3748

HOURS REQUIRED: 33.5 weekly

EDUCATION, KNOWLEDGE, SKILLS AND ABILITY REQUIRED TO BE CONSIDERED:

1. Graduate from accredited high school or G.E.D. equivalent.
2. Good math skills.
3. Experience with office machines and equipment.
4. Good computer skills, experience with Microsoft Office, Excel and Word.
5. Bookkeeping skills, particularly accounts payable.
6. Ability to deal efficiently with the public and all County employees.
7. Ability to follow instructions and work without supervision.
8. Any and all other duties assigned.
9. Must be bondable and pass a felony background check.

APPLICATIONS WILL BE ACCEPTED until position is filled.

Applications may be obtained from:

Red River County website: www.co.red-river.tx.us

or

Sandra Storey Embrey, County Treasurer

200 N. Walnut St.

Clarksville, Tx 75426

(903) 427-3748

Red River County is an Equal Opportunity Employer.

POSTED THIS 25th DAY OF August, 2020, AT 3:00 p.m.

Open until filled.


County Treasurer