

9718

NEWTON COUNTY, TEXAS EMPLOYEE

JOB OPPORTUNITY ANNOUNCEMENT

6/2/2025 8:57 AM

Position - *Temp Voter Registration Clerk (16 hours per week)

Requirements - *Must be at least 18 yrs. old with a High School Diploma or GED
*Must have office previous experience
*Must be self-motivated, possess a positive attitude and good disposition

Duties - Includes, but is not limited to:
*Special Assignment in Voter Registration Department
*Any other duties deemed necessary to Tax Assessor-Collector

Salary - DOE (Depending on experience)

Reports to - Melissa Burks, County Tax Assessor-Collector

To be considered, all applications must be turned in to the Treasurer's Office to be considered for hire. This position will be open until 6/4/2025.

POSTED
JUN 02 2025
TIME 9:45 AM
BY: *Chelsea Clark*
SANDRA K. DUCKWORTH, COUNTY CLERK