

9711

Newton County, Texas Employee Job Opportunity Announcement
Date- May 19, 2025

Position: *Part Time Treasurer's Clerk

Hours: *29 Hours Weekly
*Monday and Tuesday 10 hrs. – Thursday 9 hrs.

Requirements: *Must have Hight School Diploma or GED
* Must be at least 18 years of age
* Must be able to pass a drug test

Duties: Included, but not limited to:

- *A general experience and knowledge of the normal operations of a professional office.
- *Must be able to use and operate a computer and have general knowledge of spreadsheets, such as MS Excel, MS Word among other office worksheets.
- *Must be willing to learn new things including software.
- *Must be able to work well with co-workers and the public with a friendly and professional attitude.
- *Reconciling All County Bank Statements and calculating monthly interest among other similar duties.
- *Collecting, calculating and monitoring County employee timesheets (excluding Sheriff Office)
- *Receiving and Receipting in all incoming County revenue.
- *Reconciling Payroll billing invoices
- *Must handle incoming calls with patience and professionalism
- *Assist the Treasurer and the Assistant Treasurer with all the daily Treasurer's office duties as needed.

(this includes and is not limited to other office duties not listed such as, daily trips to the bank and post office – daily, quarterly, monthly and annual reports – filing - ordering supplies – and other similar duties)

Salary: To be Determined

Reports to: County Treasurer, Ginger Sims

All applications must be turned in to the Treasurer's office to be considered for hire.

Application acceptance will be closed on May 29, 2025

POSTED
MAY 19 2025
TIME 11:07 AM
BY: Chelsea Clark
SANDRA K. DUCKWORTH, COUNTY CLERK