

9874

NEWTON COUNTY, TEXAS EMPLOYEE

JOB OPPORTUNITY ANNOUNCEMENT

11/18/2025 9:30 AM

POSTED

NOV 19 2025

TIME

BY:

SANDRA K. DUCKWORTH, COUNTY CLERK

Position - Full Time Tax Office Clerk

Requirements -

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

Duties- Includes, but not limited to:

- *Working in all departments
- *Tax office accounting
- *Special assignments in all departments
- *Any other duties deemed necessary to Tax Assessor-Collector

Salary- Depending on Experience

Reports to- Tracy Noble, County Tax Assessor-Collector

If any County employee is interested in this position, please notify your supervisor before applying. All applications must be turned in to the Treasurer's Office to be considered for hire. This position will be open until it is filled or until 12/01/2025.