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DEC 11 2025

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BY:

Shirley Clark
SHIRLEY K. DUCKWORTH, COUNTY CLERK

Newton County, Texas Employee Job Opportunity Announcement

Date- December 11, 2025

- Position:** *Part Time Treasurer's Clerk
- Hours:** *29 Hours Weekly
*Monday and Tuesday 8:00 to 3:30
*Wednesday and Thursday 8:00 to 3:00
- Requirements:** *Must have High 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.
- 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 January 31, 2026