

FANNIN COUNTY EMPLOYMENT NOTICE

- Position:** Fannin County Judge's Office has an opening for a motivated, detail-oriented individual with great interpersonal skills to assist in the administrative operations of the office.
- Duties:** Legal secretary to assist County Judge and staff with paperwork, including preparing and maintaining documents and making filings. Position will be working up to 20 hours a week, variable time, at a pay rate of up to \$25 an hour depending on experience.
- Qualifications:** Necessary skills include word processing, computer competency, proofreading, filing, scheduling and copying.
- Requirements:** High school diploma acceptable. Valid and active driver's license. Must pass pre-employment background check. Physical requirements include occasional lifting/carrying up to 25 lbs. Computer proficiency required.
- Benefits:** Retirement, vacation, PTO, and paid holidays.
Application is available on Fannin County website: www.co.fannin.tx.us under job openings, or may be picked up at Judge's office 101 East Sam Rayburn Drive, Ste. 214, Bonham TX 75418. Completed application and resume must be submitted in writing, via fax, mail, email or in person directly to:
- Fannin County Judge
Fannin County Courthouse
101 East Sam Rayburn Drive, Suite 214
Bonham, Texas 75418
903-583-7455 Office
903-583-7811 Fax
countyjudge@fanninco.net
- Closing Date:** Open until filled