

**FANNIN COUNTY
EMPLOYMENT NOTICE**

JOB TITLE: Full time Clerk
OFFICE: Environmental Development
SALARY: \$27,040.00
OTHER BENEFITS: Vacation, Sick Leave, Paid Holidays, Retirement, Health, Dental and Life insurance
VALUES: Professionalism, Integrity, Courtesy, and Community
REQUIREMENTS: General office duties – heavy data entry, filing, answer phone, run reports, assist clients with permit applications. Knowledge of Microsoft office. Multi-tasker with good people skills. Handle fee payments and receipts. Pass a background check. Knowledge of the OSSF industry a plus.
HOURS: 40 hours per week
***For a complete list of duties and/or requirements, please contact the County Auditor’s Office at 903-583-7451**
APPLICATIONS: May be picked up and dropped off at the Fannin County Environmental Development Office, 1203 E. Sam Rayburn Dr., East Annex, Bonham, TX. Monday-Friday 8AM – 5PM. They may also be downloaded from our website at: <http://www.co.fannin.tx.us/> and emailed to clhaggard@fanninco.net.