

NOTICE OF EMPLOYMENT OPPORTUNITY

Applications are now being accepted in the office of the District Clerk, Robertson County until position is filled. You **MUST** attach a resume to your application.

- ◆ Must have high School Diploma, or GED.
- ◆ Must have knowledge of basic accounting procedures.
- ◆ Must have basic computer knowledge.
- ◆ Must possess excellent public relations, communication and telephone skills.
- ◆ Some legal background preferred.
- ◆ Must be able to be bonded and insured.
- ◆ Must be able to tolerate hi-stress situations.
- ◆ Must be able to work well with fellow employees.

Applications forms may be picked up in the District Clerk’s Office, 103 E Morgan Street, 2nd Floor Annex, Robertson County Courthouse, Franklin, Texas or go to www.co.robertson.tx.us then look under District Clerk, District Clerk Resources and print out the Employment Application.

Submit completed application and resume to: baxtell@co.robertson.tx.us
Or you may drop them off at the District Clerk’s Office.

Barbara Axtell, District Clerk, Robertson County Courthouse, Franklin, Texas

ROBERTSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER