

Terrell County Judge's Office is now accepting applications for a full-time position for County Judge's Assistant. Applications may be picked up and returned to the County Clerk's office in the Terrell County Courthouse, 8 A.M. to 5 P.M., Monday through Friday. Applications must be returned by October 2, 2020 at 5 P.M. Terrell County is an equal opportunity employer.

**Requirements:**

- High School Diploma/GED certification
- Computer knowledge in different programs
- Typing skills
- Letter writing and formatting
- Copier machine faxing/scanning
- Filing system with all paperwork
- Ability to learn different programs required in Judge's Office
- Phone communications
- Other duties as required
- Background check

Terrell County Judge  
Santiago Flores  
432-345-2421  
210-422-2304 cell