**JOB POSTING**

**County Judge Court Administrator**

The San Saba County Judge’s Office is currently accepting applications for position of Court Administrator.

Requirements for this position include the following:

1. Applicant must be a U.S. Citizen and at least 18 years of age;
2. Have acquired a high school diploma or valid GED;
3. If applicant has military service, an honorable discharge will be recognized;
4. Has never been convicted of or placed on community supervision or probation for a Class B or above offense;
5. Holds a valid Driver’s License;
6. Applicant must agree to drug screening;
7. Applicant will undergo criminal and personal background check;
8. Applicant must have knowledge of proper office practices and procedures, including standard telephone etiquette, English grammar, spelling and punctuation;
9. Computer experience to include Internet, social media, Microsoft 365 (Word, Excel, Outlook);
10. Budget/Finance experience is beneficial;

San Saba County provides health insurance, retirement, vacation and sick leave benefits to its employees. Base pay will be determined on experience. Application available at the San Saba County website:

[https://www.san-saba.tx.us/page/sansaba.Jobs .Openings](https://www.san-saba.tx.us/page/sansaba.Jobs%20.Openings)

No phone calls please. Applications and /or Resume’ can be returned Monday through Friday between 9 am and 4 pm on the third floor of the courthouse in the County Judge’s Office or sent via US Mail to the address below:

**Honorable Judge Jody Fauley**

**San Saba County Judge’s Office**

**500 E. Wallace St., 3rd Floor SW Corner**

**San Saba, TX 76877**