



The 394th District Courts are seeking to fill the position of a county auditor for Jeff Davis County.

Summary of Position

This position is appointed by the 394th district judge to serve a two-year term. The position is independent of all county offices. Among other things, the County Auditor serves as a check on the financial operations of the other county offices and fulfills other financial accounting and budget responsibilities. The County Auditor has financial oversight of all county offices and officers. The County Auditor may establish accounting procedures to be followed by all county offices.

Knowledge, Skills and Abilities

- Knowledge of accounting and auditing methods and systems; of generally accepted auditing procedures and of computer technology principles, terminology, programming, and automated systems.
- Professional knowledge of supervisory practices and techniques.
- Must communicate effectively with County officials, staff, and the public.

Education: Bachelor's degree preferred, and 5 years of experience in accounting and auditing.

SALARY: The position is full-time and qualifies for all county benefits. Annual compensation will include a salary between \$60,000 and \$75,000, health insurance, and state retirement benefits.

Qualifications:

A county auditor must be: (1) a competent accountant with at least two years' experience in auditing and accounting; (2) thoroughly competent in public business details; and (3) a person of unquestionably good moral character and intelligence. (Texas Local Government Code, Sec.84.006).

Please submit resume, with cover letter and references to:

394th District Court

394th.jud.dist.court@gmail.com