

Knox County Judge will be accepting applications for a full-time position for County Coordinator/Secretary. Applications may be picked up in the Judge's office, 100 W Cedar, Benjamin, Texas or found on the [knoxcountytexas.org](http://knoxcountytexas.org) County Website. Applications will be accepted until September 14, 2023 at 12:00 PM. Any questions, please call the Knox County Judge's office at 940-459-2191.

County Court Coordinator/Secretary Position:

**Annual Salary:** \$28,586

(Longevity Pay Increases After One Consecutive Year of Employment)

Bi-weekly Pay

**Office Days & Hours:** Monday- Friday from 9:00 A.M. – 5:00 P.M.

**The County Offers Health & Dental Insurance to FULL TIME KNOX COUNTY EMPLOYEES:**

**Employee only cost-** Health: 619.90 – County Contribution = 258.96

(Insurance is also available for Spouse and Family)

**Vacation, Sick Leave, Holiday Leave:**

**Vacation:** 2 weeks' vacation.

**Sick Leave:** 8hrs is accrued on the last day of the month

**Holidays:** Are decided by Commissioner's Court (usually is 12-14 days per year)

(Employee also gets 2 Personal Days a year to use for any reason)

**Retirement Plan:**

KNOX COUNTY IS A MEMBER OF THE TEXAS COUNTY DISTRICT RETIREMNET SYSTEM. AN EMPLOYEE IS FULLY VEST AFTER 8 YEARS OF SERVICE. EMPLOYEE CONTRIBUTES 7% AND THE COUNTY MATCHES 6%.

FOR MORE INFORMATION CALL COUNTY JUDGE AT 940-459-2191.