



Vacancy Announcement – Nacogdoches County Treasurer

Nacogdoches County is seeking a qualified individual for temporary appointment to hold Public Office as the Nacogdoches County Treasurer. This is a term appointment only for the period of August 1, 2025 to December 31, 2026. The selected individual may choose to run for election to the Office, but is required to follow all election requirements to do so. Selection for the temporary appointment will be made by the Nacogdoches County Commissioners Court.

Information about the Office of County Treasurer:

The Office of County Treasurer serves an integral role in the framework of county government that provides for the safety of county money. The Office of County Treasurer is created by the Texas Constitution, Article XVI, Section 44.

Legislatively prescribed duties fall into three main categories: receipt of county money, serving as custodian of county money, and disbursement of county money. The county treasurer performs several ancillary duties as required by statute, as may be required or recommended by commissioners' court, and other duties that are in the public interest. The county treasurer keeps accurate, detailed accounts of the transactions of the treasurer's office and of the county money in the county treasurer's custody.

An abbreviated list of duties and responsibilities includes:

- Receives and deposits all county revenues
- Disburses funds upon the order of the Commissioners Court
- Records receipts and expenditures and reconciles bank statements
- Acts as chief liaison between the county and depository banks
- Designated as the county's investment officer
- Submits regular reports on county finance to the Commissioners Court
- Prepares and submits the State Quarterly Court Costs Reports
- Prepares and submits the State Quarterly Jury Reimbursement Report
- Prepares and processes payroll and associated reports
- Maintains the official records of the Nacogdoches County Treasurer's Office

The minimum qualifications to hold Public Office as the County Treasurer include:

- Must be a US Citizen
- Must be at least 18 years of age
- Must be a resident of Nacogdoches County for at least 6 months
- Must be a resident of the State of Texas for at least 12 months
- Must be registered to vote in Nacogdoches County
- Must not have delinquent property tax

To apply for consideration to the temporary appointment, please submit a letter of interest and resume to the Nacogdoches Human Resources Department by May 30, 2025.

Nacogdoches County
Human Resources Department
101 W. Main St, Suite 161
Nacogdoches, TX 75961