



LEE COUNTY JOB LISTING

Opening Date: July 17, 2026

Position: County Auditor

Location: Lee County Auditor's Office
Lee County Annex
898 East Richmond Street, Bldg. B, Room 201
Giddings, Texas 78942

Benefits Available

- Insurance
- Retirement
- Paid holidays
- Sick & vacation leave

Minimum Qualifications

- Accounting experience, preferable Certified Public Accountant
- Excellent interpersonal, oral and written communication skills
- Able to work effectively with county management and staff in a professional manner
- Strong organizational skills and proven ability to maintain accurate, detailed records
- Able to work under pressure, produce accurate work and meet established deadlines
- Dependable, resourceful and able to work independently and to maintain strict confidentiality
- Experience working with various computer applications such as e-mail, word processors, spreadsheets, financial programs, etc.
- Able to travel between county sites to perform audits

Duties

- Oversee county financial record keeping
- Approve invoices and assure all expenditures comply with the county budget
- Assist the County Judge in preparing the annual county budget
- Perform audits of county offices
- Payroll audit and review
- Become knowledgeable of various government code statutes

Applications may be picked up at the Lee County District Court Building at 289 South Main, Giddings, Texas 78942 or downloaded from the Lee County, Texas website at www.co.lee.tx.us.

Click on Employment Opportunities

Applications submitted to Lee County District Court at 289 South Main, Giddings, Texas 78942

Questions: Please call 979-289-1025 or Email: coordinator@co.lee.tx.us

LEE COUNTY EMPLOYMENT APPLICATION

Equal Opportunity Employer M/F/D/V

The Age Discrimination in Employment Act of 1967 forbids discrimination against Persons over the age of 40.

Applicant Information				
<i>You must answer all questions to be considered for a position.</i>				
Full Name:			Date:	
<i>Last</i>	<i>First</i>	<i>M.I.</i>	<i>Month/Day/Year</i>	
Address:			SSN:	
<i>Street Address</i>		<i>Apartment/Unit #</i>		
<i>City</i>		<i>State</i>	<i>ZIP Code</i>	
Position Applied for:			Position Number:	
Phone: ()		E-mail Address:		
Date Available:		Desired Salary: \$		
Are you eligible to work in the United States?	YES ___	NO ___		
Have you ever worked for the County?	YES ___	NO ___	If yes, when?	
Have you ever been convicted of a felony?	YES ___	NO ___	If yes, explain?	
Has Bond been refused?	YES ___	NO ___		
All applicants for employment must be at least 18 years old. Can you submit proof of age after employment?			YES ___	NO ___
Are you related by blood or marriage to any Lee County employee/official?	YES ___	NO ___	If yes, state name and relationship.	
Have you applied before?	YES ___	NO ___	Give Dates:	
Referred By:				

Education				
<i>Please identify any educational background you believe we should consider in evaluation of your qualifications for the position you seek.</i>				
High School:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
College:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
College:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
Other:		Address:		
Number of years:	Did you graduate?	YES ___	NO ___	Degree and Major Subjects:
Honors or Awards received:				
Other course work applicable to this type of work:				

Previous Employment		
<i>Provide employer information for the last 10 years and any other work history you feel is relevant to the position you have applied for. Attached extra sheets if necessary.</i>		
Company:	Phone: ()	
Address:	Supervisor:	
Your Job Title:	Starting Salary: \$	Ending Salary: \$
Your Responsibilities:		
From:	To:	Reason for Leaving:
Company:	Phone: ()	
Address:	Supervisor:	
Your Job Title:	Starting Salary: \$	Ending Salary: \$
Your Responsibilities:		
From:	To:	Reason for Leaving:
Company:	Phone: ()	
Address:	Supervisor:	
Your Job Title:	Starting Salary: \$	Ending Salary: \$
Your Responsibilities:		
From:	To:	Reason for Leaving:

References	
<i>Please provide names of three (3) people not related to you, whom you have known for at least (1) year.</i>	
Full Name:	Relationship:
Company:	Phone: ()
Address:	
Full Name:	Relationship:
Company:	Phone: ()
Address:	
Full Name:	Relationship:
Company:	Phone: ()
Address:	

U.S. Military Service			
<i>Number of years served</i>	<i>Branch of Service</i>	<i>Rank at Discharge</i>	<i>Duties</i>

Licenses/Equipment/Machines Operated			
Computer: OS, Software, Languages:			
Professional Licenses:			
Heavy Equipment:			
Light Equipment:			
Mechanical/Equipment repair experience:			
Welding Experience:	YES __	NO __	If yes, What type?
Driver's License:	YES __	NO __	
CDL License:	Class A __	Class B __	
Other:			
Related Extracurricular Activities:			

Emergency Contact	
Full Name:	Relationship:
Address:	
Phone (1): ()	Phone(2): ()

Disclaimer and Signature
I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired. I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize Lee County to request and receive such information. I hereby understand and acknowledge that, unless otherwise stated by applicable law, the employment relationship with Lee County is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge at any time with or without cause. It is further understood that the "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized official of Lee County. This application is not an employment contract and its use is to screen applicants interested in employment with Lee County. REFERENCE CHECK AUTHORIZATION I hereby request and authorize all persons, schools, companies, credit bureaus, corporations, law enforcement agencies, and educational institutions to furnish the County of Lee with any information regarding my employment together with any information they may have regarding me, including motor vehicle records, military records, criminal records, and general reputation. I understand that background checks are routinely conducted on applicants. This authorization is to release said organization(s) and individual(s) from all liability, claims and damages in connection with the furnishing of such information.
_____ _____ _____ <i>Signature</i> <i>Print Name</i> <i>Date</i>

Applications to be submitted to Lee County District Court: 289 South Main, Giddings, Texas 78942