



**Morris County Judge**

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#### Public Notice

The Morris County Commissioners Court is currently accepting letters of interest and resumes from individuals interested in serving as the Morris County Treasurer.

Qualified individuals are encouraged to submit their materials to the Morris County Judge's Office no later than 5:00 PM on January 24th, 2025.

Submissions can be delivered in person to:

Office of the Morris County Judge

500 Broadnax, Suite B

Daingerfield, Texas 75638

Submissions may also be emailed to:

[doug.reeder@co.morris.tx.us](mailto:doug.reeder@co.morris.tx.us)

This is an excellent opportunity to serve Morris County.

For additional information about the position please contact the Morris County Judge's Office at 903-645-3691 or via email at [doug.reeder@co.morris.tx.us](mailto:doug.reeder@co.morris.tx.us)

Doug Reeder

Morris County Judge

## TREASURER'S DUTIES

Receives and deposits all county revenues  
Acts as chief liaison between the county and depository banks  
Disburses funds upon the order of the Commissioners Court  
Records receipts and expenditures and reconciles bank statements  
Processes payroll, SB22 payroll, and longevity payments  
Calculates payroll leave, insurance deductions, child support deductions and reporting  
County human resources officer, employee benefits coordinator, new employee enrollments  
Process Workers Comp Claims  
Prepares Workers Comp annual projected wages and payroll audit  
Process FMLA Claims  
ARTS Reporting  
TCDRS Reporting  
Monthly Financial and Pooled Cash Reports  
Quarterly Treasurer's Report  
Calculate State fees from Co Clerk, Dist Clerk, JP's monthly reports for quarterly reporting and payments  
Process and report bail bond fees  
Process reimbursement for juror payments  
Process billing for Court Reporter salaries/benefits to other counties  
Quarterly 941 reporting  
Quarterly TWC reporting  
W-2 and 1099 end of year reporting  
20 hours of continuing education during each calendar year minimum