

DISTRICT CLERK

GUADALUPE COUNTY, TEXAS

**LINDA BALK
DISTRICT CLERK**



211 W. Court Street
Seguin, Texas 78155
Phone: (830) 303-8877
Fax: (830) 379-1943

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning May 2, 2024 through May 8, 2023 (or until filled).

EMPLOYMENT NOTICE

The District Clerk's Office is currently seeking a Part-Time Clerk. The Salary for this position is \$15.00 - \$17.00 an hour, up to 29 hours per week.

THE FOLLOWING REQUIREMENTS DO APPLY:

All applicants must have a High School Diploma, a good working knowledge of computers, be a self-starter, have multi-task abilities, good organizational/cataloging/and indexing skills, and work well with the public.

Applicant must be able to withstand repetitive motions, including lifting books weighing 19-25 pounds, retrieving files from mobile file cabinets as high as 89 inches, bending, and repetitive arm and hand movements.

Applications are available from Guadalupe County's website <http://www.co.guadalupe.tx.us/employment/employment.php> or from the Guadalupe County Human Resource Office located at 211 W. Court St., Seguin. Applications will need to be returned to Linda Balk, District Clerk, located at the Justice Center, 211 W Court, 1st Floor, Seguin, TX.

Position is open until filled.

Guadalupe County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicap status in employment or provision of service.