

# Guadalupe County Clerk

Honorable Teresa Kiel  
211 West Court Street  
Seguin, Texas 78155  
830-303-8859

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## NOTICE OF TRANSFER

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post notice for five (5) working days beginning Thursday, March 20, 2025 and ending Wednesday, March 26, 2025.

## EMPLOYMENT NOTICE

The Guadalupe County Clerk is seeking applicants for a Clerk I position in the Official Public Records Department with a starting salary of \$18.21 per hour.

*Come start your career in county government. Applicant must be outgoing, excited to work in public service, self-organized, adaptable, and enjoy being part of a team. I'm looking for someone that can follow written & verbal instructions, loves a challenge, can perform multiple tasks while maintaining accuracy and critical attention to detail. You must be hardworking, dependable and professional. This position requires adherence to an extensive group of legal statutes in a fast paced environment. Real Estate knowledge a plus. Be a part of our awesome and hardworking team.*

If a county employee is interested in this position, applications are required with transfer requests and may be obtained at the Guadalupe County Human Resources Department at 211 West Court Street or on the county website.

Applications MUST BE returned in person to the Guadalupe County Clerk, at 211 West Court Street, 1<sup>st</sup> Floor, Justice Center, Seguin, Texas. Applications will be accepted until the position is filled.

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