

Guadalupe County Clerk

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

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 Tuesday, May 5, 2026, and ending Monday, May 11, 2026.

EMPLOYMENT NOTICE

The Guadalupe County Clerk is seeking applicants for positions in the **Courts Department** as a Deputy County Clerk with a minimum starting salary of \$18.76 per hour.

Applicants must be self-organized, adaptable, and enjoy being part of a team, 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. This position handles all things civil, criminal, probate, guardianship and mental health.

Preferred experience includes:

- *At least two (2) years of office experience as a legal secretary, paralegal, and/or administrative assistant in the law enforcement or criminal justice field;*
- *Experience working with complex legal documents, records, and reports;*
- *Fluency in Microsoft Word and Outlook; working knowledge of Excel and Tyler Enterprise Justice a plus;*
- *Ability to communicate effectively and get along well with others;*
- *Knowledge of judicial proceedings, (criminal, civil, probate, guardianship and mental health);*
- *Ability to engage professionally with court personnel, attorneys, and the public;*
- *Ability to read and interpret complex legal documents and court orders;*
- *Ability to attend work in person.*

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, 1st 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.