

# Guadalupe County Clerk

Honorable Teresa Kiel

211 West Court Street

Seguin, Texas 78155

830-303-8859

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In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post notice for five (5) working days beginning Thursday, December 5, 2024.

## **EMPLOYMENT NOTICE**

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

This position handles all things civil, criminal, probate, guardianship and mental health. You will be required to follow written and verbal instructions as well as perform multiple tasks while maintaining accuracy and critical attention to detail. You must be hardworking, dependable, professional, and have a strong work ethic.

### ***Candidates for the position must have:***

- *Experience as a legal secretary, paralegal, and/or administrative assistant in the law enforcement or criminal justice field;*
- *Knowledge of judicial proceedings, (criminal, civil, probate, guardianship and mental health);*
- *Ability to process payments and reconcile payment plans accurately;*
- *Knowledge of Microsoft Word, Outlook; and Odyssey;*
- *Ability to engage professionally with court personnel, attorneys, and the public;*
- *Aptitude to work independently and in groups in a fast-paced environment and meet deadlines;*
- *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, 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.