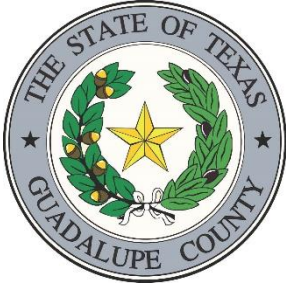


GUADALUPE COUNTY ENVIRONMENTAL HEALTH DEPARTMENT



310 IH 10 West
Seguin, Texas 78155
www.co.guadalupe.tx.us



EMPLOYMENT NOTICE

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 28, 2025.

The Environmental Health Department is accepting applications for the position of
Clerk I

Job Duties Include:

- Perform duties such as: greeting the public, answering telephones, and providing general information.
- Answers technical inquiries concerning on-site sewage system, floodplain, platting, and code compliance.
- Maintains visitor log for the Development Center.
- Prepare monthly statistical reports.
- Assists with managing time keeping system and employee timecards.
- Assists with permit intakes and payment processing.

Applicant must have a High School Diploma or GED, minimum of 2 years of experience as a clerk, must be bondable, multi-task abilities, and work well with the public. Preferably bilingual in English/Spanish.

This position pays \$18.21 per hour. Benefits include Medical Insurance, Paid Holidays, Vacation, Sick Leave and Retirement.

Applications and transfer requests may be obtained and completed from the county's website (<https://www.co.guadalupe.tx.us/employment/employment.php>) or picked up at the Human Resources Office located at 211 W. Court, Seguin, TX. Please submit completed application and transfer requests to the Environmental Health Director via e-mail at Daniella.Valdez@GuadalupeTX.gov. Position is open until filled.

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