

Gonzales County Clerk's Office is now accepting applications for the full time position of:

Deputy Clerk

Gonzales County Clerk's Office is requesting applications for the position of Deputy Clerk. High School Graduation is required. Position requires strong data entry and filing skills, knowledge of basic mathematical principal and 10 key by touch. This position requires the applicant to work well under pressure in a high-volume multi-task office. The applicant must be able to handle a heavy workload. Must work closely with others and maintain confidentiality in the performance of duties. The applicant must have general office skills, phone etiquette and the ability to deal with the public. The applicant is required to be a very organized and detailed oriented person.

Applications may be obtained at the Gonzales County Clerk's Office located at 427 St. George, Suite 200, Gonzales, Texas, between the hours of 8:00 A.M. and 4:45 P.M. or on the web at www.co.gonzales.tx.us. Only completed applications will be considered. Applications must be received by 4:00 P.M. on April 5, 2024. A drug and alcohol screen test and physical will be required. Gonzales County does not discriminate on the basis of race, color, national origin, sex, religion, age and handicap status in employment or the provision of services. EOE.