

## **Job Opening: Deputy Clerk Gonzales County Clerk's Office**

The Clerk's Office is now accepting applications for the position of **Deputy Clerk**. This is a full-time position offering a dynamic and fast-paced work environment.

### **Minimum Qualifications:**

- High school diploma or equivalent is **required**
- Strong data entry and filing skills
- Proficiency in basic mathematical principles
- Ability to use a 10-key keypad by touch

### **Essential Skills and Requirements:**

- Ability to perform well under pressure in a high-volume, multi-task office
- Capacity to manage a heavy workload efficiently and accurately
- Must be well-organized and extremely detail-oriented
- Excellent general office skills, including professional phone etiquette
- Must maintain strict confidentiality in all duties
- Ability to work effectively both independently and as part of a team
- Strong interpersonal skills to interact with the public and coworkers
- Dependability is a must—employees are expected to arrive on time and be ready to work
- Full-time attendance is required

### **How to Apply:**

Applications may be obtained:

- In person at the **Gonzales County Clerk's Office**,  
427 St. George, Suite 200, Gonzales, Texas  
Between the hours of **8:00 A.M. and 4:45 P.M.**
- Online at [www.co.gonzales.tx.us](http://www.co.gonzales.tx.us)

Only **completed applications** will be considered.

Applications must be **received by 4:00 P.M. on March 18, 2026.**

### **Additional Requirements:**

- Applicants selected for hire will be required to undergo a **drug and alcohol screening** and **physical examination**.

**Gonzales County is an Equal Opportunity Employer (EOE)** and does not discriminate based on race, color, national origin, sex, religion, age, or handicap status in employment or in the provision of services. We encourage qualified individuals to apply and join our team in serving the citizens of Gonzales County.