

Court Clerk --- Gonzales County Pct. #3 J.P. Office

Gonzales County Justice of the Peace Precinct #3 is now accepting applications for a full time civil/criminal clerk. Graduation from high school or equivalent plus two (2) years clerical, secretarial, administrative or automated accounting support or related experience is required. Position requires strong data entry and filing skills. Prepare criminal/civil cases for trial, from taking a plea to dispositions. Knowledge of basic mathematical principal, 10 key by touch, notary procedures, and prepare bank deposits electronically on a regular basis. This position requires the candidate to work well under pressure in a high- volume multi-task office and handle strict deadlines. Must work closely with others and maintain confidentiality in the performance of duties. College education in business administration areas or technical training in office administration, clerical, secretarial or related areas may be substituted for experience on a year per year basis. (Experience requirements may be satisfied by full-time experience or the prorated part-time equivalent.) Position location: 1812 East US Hwy 90, Waelder, Texas

Applications may be obtained at the Gonzales County Human Resources Office, 427 St. George, or the Justice of the Peace Office, 1812 East US HWY 90 Waelder, Texas 78959

Only complete applications received by closing of business January 23, 2026 will receive consideration. Testing for position will be administered during interview.

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 and is an Equal Opportunity Employment.