

The Gonzales County Tax Office

is currently accepting applications for a full time Deputy Clerk.

For Release on March 18, 2024

Position requires:

- HS education or equivalent
- Ability to manage time effectively
- be able to multi-task, handle high stress situations such as heavy workloads in a fast paced environment
- adhere to mandatory deadlines
- must be able to work closely with others and the general public while maintaining confidentiality in the performance of duties
- general office skills
- phone etiquette
- data entry
- some heavy lifting of file boxes and license plates up to 50 pounds with help
- Must pass all of the Texas Department of Motor Vehicles eLearning modules during probation period
- Must be bondable

Applications may be obtained at the Gonzales County Tax Office, located at 427 Saint George, Suite 100, Gonzales, Texas or at www.co.gonzales.tx.us. Only complete applications will be considered. A drug and alcohol test and physical will be required. Gonzales 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.

