



KRISTEN KLEIN, CPA
COUNTY AUDITOR

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NOTICE OF TRANSFER

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 August 6, 2024 and ending August 13, 2024.

EMPLOYMENT NOTICE

The County Auditor's Office is currently seeking a **PART-TIME CLERK**. The Salary for this position is \$17.00 per hour.

Position is budgeted for 20 hours per week, which will be during regular work hours between 8am and 5pm, Monday through Friday, with a fairly flexible schedule (to be coordinated upon hiring).

This is a part-time clerical position. Duties include scanning documents into the computer system, organizing bill list, data entry, and other clerical duties. Must be able to enter data quickly and accurately, at approximately 40-60 words per minute. This position requires strict attention to detail, the ability to complete projects on a deadline, have a strong work ethic, and be organized.

Education: High School Diploma or equivalent required

Applications are available at the Guadalupe County Human Resources Department at 211 W. Court or on the web at: http://www.co.guadalupe.tx.us/hr/applications/job_app.pdf

Completed applications should be turned into Auditor's Office. **Applications must be complete. Transfer form or resume in lieu of applications will NOT be accepted.**

Position is open until filled.