

Justice of the Peace Pct. #3

Civil/Criminal Court Clerk

Position location: 311 Hwy 90W, Waelder, Texas 78959

Gonzales County Justice of the Peace #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 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.

Application may be obtained at the Gonzales County Human Resources Office, Gonzales County Randle Rather Building at 427 Saint George St. Suite 304 or at the Justice of the Peace Office, 311 Hwy 90W, Waelder, TX. 78959, or on the Gonzales, County website.

Only completed applications received by closing of business day (4:00pm) March 31, 2021 will be considered.

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.