

VICKIE QUINN
County and District Clerk



P. O. Box 50 - Goliad, Texas 77963
Phone (361) 645-3294
Fax (361) 645-3858

The County of Goliad is accepting applications for one (1) full-time Deputy Clerk in the County and District Clerk's Office.

The compensation for this position will start at \$15.95/hour.

Position Summary: This position requires comprehensive knowledge of clerical tasks, court procedures, and documentation related to civil, criminal, probate, guardianship, juvenile, mental proceedings, and commissioner's court matters. It also includes familiarity with vital statistics, property records, beer license documentation, and any other records maintained by this office. The Deputy Clerk is expected to assist with a wide range of responsibilities carried out by the County and District Clerk.

Essential Job Functions:

1. Maintain a thorough understanding of all case types and records managed by the County and District Clerk's Office, along with the related clerical responsibilities.
2. Accurately enter case information into the computer system and ensure the organized maintenance of both physical and digital case files.
3. Review documents and ensure they are properly filed within the appropriate records maintained by the County and District Clerk's Office.
4. Execute cashiering duties, including accurate cost calculations, receipt processing, and balancing daily financial transactions.
5. Prepare reports and deposits during the designated timeframe for submission to the County Treasurer's Office.
6. Deliver professional and courteous customer service to the public, both in person and over the phone.
7. Professional appearance is mandatory.
8. This is a full-time position based on a 40-hour work week.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, genetic make-up or physical or mental disability. Applications are available on the Goliad County website and may be emailed to vquinn@goliadcountytexas.gov or mailed to Human Resources, PO Box 526, Goliad, Texas, 77963.

Applications will be accepted until position is filled.