

JOB ANNOUNCEMENT

The County of Medina is accepting applications for the position described below:

JOB TITLE: Clerk/Medina County Clerk's Office

GENERAL STATEMENT OF DUTIES: This is a responsible position which involves independent judgment. Duties include performing advanced clerical work requiring application of various complex work methods, procedures and familiarity with various laws and statutes. Knowledge of working with money, credit cards, and balancing a drawer will also be required. This position requires extensive office training for approximately 6 weeks and eventually may require travel out of town for other training. This position will also require fingerprinting and background check.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of business English, spelling, and arithmetic of both office practices and procedures, ability to follow and know departmental rules and regulations; ability to understand and carry out complex oral and written instructions; ability to establish and maintain complex records and files and to prepare technical, legal, or statistical reports; ability to meet the public well and to deal calmly and effectively with their questions or problems; ability to establish and maintain effective working relationships with co-workers, employees, and officials in other departments; ability to communicate effectively both orally and in writing; and be able to operate a calculator by touch; must have experience with computers and Windows.

ACCEPTABLE EXPERIENCE AND/ OR TRAINING: High school graduate or its equivalent plus at least three years' experience with Clerical work; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

REQUIRED CERTIFICATES AND LICENSES: Will be required to be bondable.

BEGINNING SALARY: Based on experience/qualifications.

CLOSING DATE: Open until Filled

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 & 1-4 Monday through Thursday and Friday's from 8-12 & 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource Office
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111 ph, (830) 426-3811 fax
www.medinacountytexas.org

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