

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 and procedures, familiarity with the laws and regulations controlling the employing department and with departmental functions, policies, and practices.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Working knowledge of business English, spelling, and arithmetic, of office practices and procedures, and of 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 and employees and officials in other departments; ability to communicate effectively both orally and in writing; and may be able to operate a calculator by touch; and to have experience with computers and Windows.

ACCEPTABLE EXPERIENCE AND 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: May 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 8:00 to 5:00 Monday through Friday. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource office
1502 Avenue K
Hondo, TX 78861
(830) 741-6111 ph, (830) 741-6025 fax
www.medinacountytexas.org

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