



Guadalupe County Treasurer's Office
Linda Douglass, County Treasurer
307 West Court Street, Suite 206, Seguin, Texas 78155
830-303-4188, ext. 1338
lindad@co.guadalupe.tx.us

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 Tuesday, September 8, 2020 and ending Monday, September 14, 2020.

EMPLOYMENT NOTICE

The Guadalupe County Treasurer's Office is accepting applications for a Full-time Revenue Accounting Clerk. Starting pay will be \$14.22 per hour. Benefits include Medical Insurance, Paid Holidays, Vacation, Sick Leave and Retirement.

Applicant must have a minimum of 1 year previous governmental accounting or banking experience, high school diploma, or its equivalent.

Applicant must have the ability to follow written and verbal instructions; ability to perform multiple tasks while maintaining accuracy and critical attention to detail, and exercise independent judgment as well as computer skills.

Applications and transfer requests may be obtained and completed from the county's website (<http://www.co.guadalupe.tx.us/employment/employment.php>) or picked up at the Guadalupe County Human Resources Department located at 211 West Court Street, Seguin, TX. **Please submit completed applications and transfer requests to County Treasurer, Linda Douglass at 307 West Court Street, Suite 206. Position is open until filled.**

If any county employee wishes to apply for this position, please complete an application and transfer request form. Any transfer by an employee of a higher pay group will be considered as a request for demotion, and therefore a reduction in pay.

Guadalupe County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.