



**Guadalupe County Purchasing Department  
Jeff Coleman  
Purchasing Agent  
212 West Nolte  
Seguin, Texas 78155  
830-303-4188, ext. 1459**

### **EMPLOYMENT NOTICE**

In compliance with the Guadalupe County Personnel Policy, it is mandatory that all Department Heads post this notice for five (5) working days, beginning October 20, 2021 through October 26, 2021.

### **NOTICE OF TRANSFER**

The Guadalupe County Purchasing Department will be accepting applications for a **Purchasing Clerk**. Starting pay for this position will be \$14.28 hourly.

The Purchasing Clerk's main responsibility will be to provide administrative support relating to the purchasing function. Performs duties related to the ordering, receiving, and processing of supplies, materials, and equipment for the Guadalupe County Purchasing Department. Reviews and resolves discrepancies in purchase orders and receiving documents, verifies accuracy and validity of documentation.

Please read the complete job description for more information.

Applications are required and may be obtained and completed online at <http://www.co.quadalupe.tx.us/employment/employment.php> or picked and returned to the Guadalupe County Human Resources Department located in the Justice Center building, 1<sup>st</sup> floor, 211 West Court Street, Seguin, TX 78155.

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 request by an employee of a higher pay group will be considered as a request for demotion, and therefore a reduction in pay.

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