POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Equal Employment Opportunity Employer"

MUNICIPAL COURT CLERK #1165 12/21/12

Performs general clerical duties for Municipal Court, including providing clerical assistance necessary to process various criminal complaints; receiving payments from the general public and assists in payment plan initiation; preparing reports and correspondence; and other duties as necessary. Position requires H.S. diploma or G.E.D. Must have good oral and written communications skills; ability to operate standard office machines, including computer, ability to type 40 w.p.m. and interact well with judges, members of the legal profession, and the general public. Bilingual preferred. Candidate must successfully complete pre-employment drug screen. Starting salary is $13.09 per hour. Applications accepted at City Hall, 205 N. River, Seguin, Texas 78155. 830-401-2473. Deadline for applications is 5:00 p.m. on Friday, January 11, 2013.