

Notice of Employment

The Bandera County Clerk's Office is accepting applications for a **Part-Time Clerk**.

Duties to include , but not limited to, performing a variety of clerical work relating to the operation of the County court system, official public records, vital statistics, and provide assistance to the general public including collecting fees and fines.

Applicants must have strong computer and organizational skills, overall general office experience, ability to handle money, must be professional, be able to work well with the Public and co-workers, and be able to work flexible hours.

Must be able to lift 10-50LBS frequently and 51-100LBS occasionally, have a valid Texas Driver's License, and a High School Diploma or GED equivalent, previous financial experience preferred but not required, and must also be bondable.

Application and job description may be obtained at the County Clerk's Office located at County Courthouse, 500 N. Main, Monday-Friday 9:00AM-3:30PM. Also available on line at www.banderacounty.org HR tab. Completed applications can be returned to the County Clerk's Office or the Human Resources Office at 1207A Pecan, Bandera, TX. and will be accepted until 3:30PM Fri. December 27, 2023.

Bandera County is an Equal Opportunity Employer.

Posted 12-15-23