

## Karnes County Deputy Clerk

Duties included, **but are not limited to**: provide customer service; receive, verify and process a variety of documents, instruments, records, and payments of fees/fines; clerical tasks, and ***other duties as assigned or necessary***. Computer experience, including Microsoft applications, required. Days/hours of employment will be Mon-Fri 8:00 a.m. – 5:00 p.m. Pre-employment drug test required. Applications with resumes with work experience may be submitted to:

Karnes County Clerk, C/O Human Resources Dept.

200 E. Calvert, Suite 5

Karnes City, TX 78118

Applications due by 5:00pm Friday, January 18, 2019.

Karnes County is an Equal Opportunity Employer.