

NOTICE OF FULL-TIME EMPLOYMENT OPPORTUNITY

Applications are now being accepted for a full-time position in the office of the County & District Clerk of Kenedy County. Applications will be accepted from Sept. 25th, 2018 – October 5th, 2018, by 4:30 p.m.

- Must have high School Diploma, or GED
 - Must possess excellent public relations, communication and telephone skills
 - Must have basic computer knowledge
 - Must be able to address/work in hi-stress situations
 - Must be able to work well with fellow employees
 - Must have typing skills
 - Experience in County & District Clerk duties
 - Bilingual
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Application forms may be picked up in the County & District Clerk's Office, First Floor – Courthouse, 151 North Mallory, Sarita, Texas.

Submit completed application to:

Veronica Vela, County & District Clerk, Kenedy County Courthouse, Sarita, Texas

AN EQUAL OPPORTUNITY EMPLOYER