

Guadalupe Appraisal District (GAD)

Job Classification Title: Public Service Clerk (Seguin, TX)

Work Series: Clerical Support & Assistance

Level of Work: Entry-Level

Pay Grade: CA-01 (\$19.44/hr)

Primary Purpose: Entry level position at our main Seguin office providing basic clerical support, including data entry, filing, scanning, and assisting with customer service tasks.

Key Responsibilities:

- Provide customer service at public service desks, answering inquiries and directing visitors.
- Perform basic clerical tasks such as filing, copying, scanning, and data entry.
- Handle incoming calls, transfer calls, and use the phone system properly.
- Perform basic housekeeping tasks to ensure a clutter-free, professional workspace.
- Ensure the public lobby area is always stocked with applications and forms.
- Monitor inventory of supplies and submit supply requests, as needed.
- Prepare and deliver public notifications of scheduled office closures.
- Use the postage meter for regular and certified mailings.
- Perform cashiering functions, including handling payments and issuing receipts.
- Assist with opening and closing office procedures.
- Provide general support to office staff, as needed.
- Assist with sorting and distributing mail, as directed.

Qualifications:

- High school diploma or equivalent.
- Basic computer skills, including familiarity with Microsoft Office.
- Strong organizational skills and attention to detail.

Benefits:

- Health & Life Insurance
- Retirement Plan (Employer Match @ 200%)
- Thirteen Paid Holidays
- Ten Days of Paid Personal Leave
- Eight Days of Paid Sick Leave

This position will be open until filled.

Posted: October 22, 2025

An application is available on our website: www.guadalupead.org

Application/Resumes should be submitted to:

Guadalupe Appraisal District

c/o Cherie Stiers

3000 North Austin Street

Seguin, TX 78155

or

emailed to cstiers@guadalupead.org

Guadalupe AD is an Equal Opportunity Employer.