

JOB ANNOUNCEMENT

The County of Medina is accepting applications for the position described below:

JOB TITLE: Clerk - Medina County Sheriff's office

REQUIREMENTS: At least 18 years of age, high school diploma or GED, valid Texas drivers license with a good driving record, good physical condition, no criminal history, favorable background check.

PREFERRED SKILLS:

1. Knowledge of modern office practices, procedures, systems, operation of equipment and machines.
2. Ability to establish and maintain effective working relationships with superiors and associates.

BEGINNING SALARY: Based on experience/qualifications.

CLOSING DATE: April 10, 2026 (Internal Applicants Only)

Applications will be accepted at the Medina County Human Resource Office between the hours of 8-12 & 1-4 Monday through Thursday and Fridays from 8-12 & 1-3. County application forms must be used. Forms or additional information can be obtained by contacting:

Medina County Human Resource Office
1300 Avenue M, Room 130
Hondo, TX 78861
(830) 741-6111 ph, (830) 426-3811 fax
www.medinatx.gov

MEDINA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER