



Judge Todd P. Friesenhahn

Justice of the Peace, Precinct Four
Guadalupe County
11144 FM 725 * Seguin, Texas 78155
(830) 372-8916 * (830) 372-8924 Fax

In compliance with the Guadalupe County Personnel Policy, it is mandatory that Department Heads post this notice for five (5) working days. This notice will be posted beginning January 18, 2024 through January 24, 2024.

Employment Notice

The Justice of the Peace, Precinct 4 is seeking a **Part-Time Clerk**.

Applicant must be organized, flexible, a team player, work well with public and governmental agencies; a self-starter with the ability to multi-task accurately, computer literate, dependable, and professional at all times. The applicant must have a thorough knowledge of office procedures and have a high school diploma or its equivalent, plus at least two years of secretarial and/or administrative experience or any combination of experience and training, which provides the required knowledge, skills and abilities. English/Spanish bi-lingual is preferred.

The starting salary will be \$17.00/hour.

Applications may be obtained online or from the Human Resources Department located at 211 W Court St., Seguin. Applications must be returned to the Justice of the Peace office located at 11144 FM 725 Seguin, Texas.

Any transfer request by an employee of a higher pay group will be considered as a request for demotion.

Guadalupe County provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.