

**City of Yoakum
Employment & Promotional Opportunities**

Job Posting No: 214

The City of Yoakum needs a qualified individual to fill the following position. To request an application, please contact:

City Clerk
City of Yoakum
808 Hwy 77A South
Yoakum, Texas 77995
Phone #: (361) 293-6321

Final selection for hiring is subject to City Manager's approval. In cases of equally qualified applicants, City employees will be given hiring (promotional) preference.

In order to provide a drug-free work place, the City of Yoakum requires drug testing as part of the pre-placement physical. The City of Yoakum is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, genetic information, religion, age, or disability in employment of the provision of services.

POSITION:

CLERK I

OPENING IN:

UTILITY ADMINISTRATION

ESSENTIAL DUTIES:

Under general supervision perform cash handling functions and clerical duties of a routine nature. Receive phone calls and answer general inquires. With professionalism and courtesy, provide back up to receptionist in receiving and directing phone calls and visitors/customers. Type copy and distribute letters, memos and other documents. Assist in the maintenance and files. Compile routine information and data. Take utility and other service payments. Assist with billing procedures.

QUALIFICATIONS:

High School diploma or equivalent; Two years general office experience; Valid Texas Driver's License; Type 30 words per minute

PHYSICAL REQUIREMENTS:

Fingers, hands and arms dexterity; eye-hand coordination; good hearing and vision; lifting of office materials, boxes and supplies; Sitting long hours, stooping, bending, squatting and walking associated with an office environment.

STARTING SALARY:

Clerk I \$10.50 per hour

**CLOSING DATE FOR
RECEIPT OF
APPLICATIONS:**

OPEN UNTIL FILLED

Notice Posted on Tuesday, March 13, 2018 at 11:15 am