

City of Yoakum
Employment & Promotional Opportunities
Job Posting No. 203

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, TX 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:

DEPUTY CITY CLERK In Training;

OR

DEPUTY CITY CLERK I

ESSENTIAL DUTIES:

Deputy City Clerk In Training:

Utilizing the internet and computer programs such as Word and Excel to coordinate employee information (assist with enrollment of new hires/terminations; employee evaluation notices and changes; workers compensation claims and other related employee procedures); with professionalism and courtesy, receive and direct all phone calls and visitors/customers; type, copy, and distribute letters, memos, and other documents as needed from the City Clerk; prepare address list and type letters for Planning and Zoning requests, Zoning Board of Adjustments, etc.; assist in the maintenance of records and files both current and in records management; use of internet resources for research of information in addition to review and research of files for information as required and needed by the City Clerk; coordinate and contact Council members, various boards, and committees for meetings as directed by the City Clerk; under the supervision of the City Clerk, issue birth and death certificates to customers in compliance with State law; and subject to 24-hour recall

Deputy City Clerk I:

In addition to Deputy City Clerk In Training, Assist citizens in the completion of Acknowledgement of Paternity documents in compliance with State law; complete all enrollment processes for new employees and assist current employees with benefit and employment information; perform other duties as assigned

OPENING IN:

GENERAL ADMINISTRATION

QUALIFICATIONS:

Deputy City Clerk In Training:

High School Diploma or equivalent; computer knowledge with typing skills of at least 40 words per minute; one year office/secretarial experience; and a valid Texas driver's license

Deputy City Clerk I:

In addition to Deputy City Clerk In Training, three years office/secretarial experience; certification in the Acknowledgement of Paternity Program through the Texas Office of the Attorney General

PHYSICAL REQUIREMENTS:

Fingers, hands, and arms dexterity; eye-hand coordination; good hearing and vision; ability to lift office materials, boxes, and supplies; ability to sit long hours, stand, stoop, bend, squat, and walk as associated with an office environment

STARTING SALARY:

Deputy City Clerk In Training: \$10.35/hrly

Deputy City Clerk I: \$11.69/hrly

CLOSING DATE FOR RECEIPT OF APPLICATIONS: OPEN UNTIL FILLED

Notice Posted: Tuesday, March 28, 2017 at 1:00 p.m.