

**City of Yoakum  
Employment & Promotional Opportunities**

**Job Posting No: 201**

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.

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**POSITION:**

**CLERK I**

**OPENING IN:**

**PARKS & RECREATION DEPARTMENT**

**ESSENTIAL DUTIES:**

**Reports to the Director of Public Works. Perform clerical duties of a routine nature. Receive phone calls and answer general inquiries. Type, copy and distribute letters, memos and other documents. Assist in the maintenance of records and files. Compile routine information and data. Take service payments. Schedule facility use. Assist in the golf course inventory control. Generate bills, and maintain account receivables.**

**QUALIFICATIONS:**

**High School diploma or equivalent; type 40 minute; two years general office experience; basic computer knowledge including knowledge of accounting software, word processing, spreadsheet, email, and internet programs**

**PHYSICAL REQUIREMENTS:**

Fingers, hands and arms dexterity; eye-hand coordination; good hearing and vision; lifting 50 pounds and over; Sitting, stooping, bending, standing, pushing, pulling, squatting, walking, carrying and twisting associated with respective field operations.

**STARTING SALARY:**

Clerk 1                      \$10.00 per hour

*Based on Qualifications*

**CLOSING DATE FOR  
RECEIPT OF  
APPLICATIONS:**

**OPEN UNTIL FILLED**