

**City of Yoakum**  
**Employment & Promotional Opportunities**

**Job Posting No: 199**

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 Part-Time (Sundays Only)**

**OPENING IN:** **PARKS & RECREATION DEPARTMENT**

**ESSENTIAL DUTIES:** Reports to the Parks & Recreation Foreperson. 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 golf house inventory control.

**QUALIFICATIONS:** High School diploma or equivalent; 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:** \$8.57 per hour

*Based on Qualifications*

**CLOSING DATE FOR RECEIPT OF APPLICATIONS:** **OPEN UNTIL FILLED**

Notice Posted on Thursday, March 2, 2017 at 3:00 PM