

**City of Yoakum
Employment & Promotional Opportunities**

Job Posting No. 219

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: Part-Time Clerk

DEPARTMENT: PARKS & RECREATION

ESSENTIAL DUTIES: Perform clerical duties of a routine nature. Receive phone calls and answer general inquires. 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. Generate bills, and maintain account receivables.

QUALIFICATIONS: High School diploma or equivalent. Type 40 words per minute. 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; 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: \$9.00

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

Notice Posted: Tuesday, June 26, 2018 at 9:00 a.m.