



CITY OF WESLACO

JOB OPPORTUNITIES

Applications are being accepted for the following positions:

For application instructions Visit Our Web Site: www.weslacotx.gov

Click on the Human Resource link - Job Opportunities to download a copy of the application.

JOB ANNOUNCEMENT

Position Title: Clerk I (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	Weslaco Police Department Job No. 1510	Salary Range: *DOE	Deadline: Open Until Filled
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JOB SUMMARY:

Employee performs administrative clerical support services to ensure efficient department operations including the maintenance of financial, personnel and other official department records. Employee is responsible for entering all police reports such as affidavits, statements and other information in support of the C.I.D. unit. Occasionally monitors the 2-way radio systems to keep informed of division personnel. Conducts wanted checks on criminal suspects and enter wanted suspects on pending warrants. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Administrative Service Coordinator

Qualifications: High School Degree or equivalent with one (1) years office work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The ability to understand, interpret and applying complex federal, state and local regulations. Must be able demonstrate high level of confidentiality, more than ordinary courtesy, tact, and diplomacy working with other staff and the public.

Special Requirements: Valid Texas Drivers License.

COMPENSATION AND BENEFITS

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers' Compensation; Vacation/Sick Leave; 12 Paid Holidays; 1 Personal Leave Day.

For More Information Contact:

City of Weslaco
Human Resources Department
255 S. Kansas Avenue
Weslaco, TX 78596

Or Call:

(956) 968-3181

Or Visit Our Web Site: www.weslacotx.gov

Email: hro@weslacotx.gov

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