



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: Temp. Part Time HR Clerk (NON-EXEMPT)	EEOC Occupation Classification: Admin Support Workers	Human Resources: Job No. 1530	Salary Range: \$7.25 hour	Deadline: Open Until Filled
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JOB SUMMARY:

Employee is responsible for providing clerical and administrative support to the Human Resources Department. Employee receives, sorts, and delivers the external and interdepartmental mail. Employee answers phone calls, directs calls, takes messages, and responds to routine request. Employee maintains the City’s personnel records including employee personnel files and medical files. Employee assists in researching and responding to Public Information requests and maintains a historical record of such requests. Employee assists in the maintenance of department record retention. Employee performs a wide range of clerical functions for the Department and Civil Service as assigned. Employee performs other duties as assigned.

REPORTING RELATIONSHIP:

Reports to Department Director

Qualifications: Position requires a High School Diploma or equivalent and one (1) year of prior work experience in a secretarial or clerical position is preferred. Must be computer literate in Windows, Word, Excel and Access.

COMPENSATION AND BENEFITS

Temporary and Part-Time employees do not receive compensation and benefits.

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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