



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: Deputy Secretary (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support	City Secretary's Office: Job No. 1544	Salary Range: \$10.88-\$12.00	Deadline: Open Until Filled
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JOB SUMMARY:

Responsible for assisting with the processing of official municipal records including those related to City Commission's action. Assists with the implementation and management of the Records Management Program to identify, preserve, and protect City records; assist in the responsibility of citywide records retention, retrieval and disposition. Manage the city's active agreements and pending expirations through contract matrix system. Employee assists City Secretary in reconciliation of daily inventory and cash register. Employee provides administrative support to the City Commission such as preparing agendas, reports, proclamations, resolutions, and ordinances. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Secretary

Qualifications: Bachelor's degree preferred with three to five (3-5) years related 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 apply complex federal, state and local regulations. Must be highly organized, be able to analyze information and make decisions on a variety of items ranging from simple to complex, which requires mature judgment, be self-motivated, be able to work independently and accept responsibility. Must be able to demonstrate more than ordinary courtesy, tact, and diplomacy working with other staff and the public. Employee may be required to work beyond normal business hours to attend evening meetings.

Special Requirements: Valid Texas Driver's License; Ability to obtain Notary Public certification within three months and Acknowledgement of Paternity Certification within one year. Bilingual English/Spanish prefer but not necessary.

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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