



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: Receptionist (NON-EXEMPT)	EEOC Occupation Classification: Administrative Support Workers	City Secretary's Department: Job No. 1550	Salary Range: \$10.10	Deadline: Open Until Filled
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JOB SUMMARY:

Employee answers a multi-line telephone and channels the calls to the appropriate person or department. Greets the public and directs them to the appropriate offices in a courteous and professional manner, comfortably in both English and Spanish. Places outbound calls for various city personnel. Assists in providing information to departments by telephone or in person. Routes all incoming mail and prepares outgoing mail to the Post Office. Maintains a schedule for reservations of the City Commission Chambers. Performs other clerical tasks as assigned. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to City Secretary

Qualifications: Must have a High School Diploma or equivalent with one (1) year work experience and any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Position requires a valid Driver's License and Spanish fluency.

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

***Depending on Experience**

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