



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: HR Aide (NON-EXEMPT)	EEOC Occupation Classification: Admin Support Workers	Human Resources: Job No. 1613	Salary Range: \$10.10	Deadline: Upon Until Filled
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JOB SUMMARY:

The HR Aide performs administrative support services to ensure efficient department operations including the maintenance of financial, personnel and other official department records. Employee serves as designee of the Civil Service Director. Answer phone calls, directing calls, taking messages, and responding to routine request Assists in maintenance of multiple spreadsheets including PAF, Civil Service, FMLA, Workers' Compensation, Employment Applications, Commercial and General Liability Insurance, Employee evaluation, Job Vacancies, New Hire, Vehicle and Heavy Equipment, Request for Hire, Unemployment Claims, Asset Inventory. Employee is required to perform all similar or related duties.

REPORTING RELATIONSHIP:

Reports to Department Director

Qualifications: Position requires a High School Diploma or equivalent and High School Degree or equivalent and one to three (1-3) 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. Must be computer literate in Windows, Word, Excel and Access. Must have a Texas Class C Driver's 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; Paid Holidays; Personal Leave Days.

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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