



**CITY OF WESLACO**

**JOB OPPORTUNITIES**

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site: [www.weslacotx.gov](http://www.weslacotx.gov)**

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

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**JOB ANNOUNCEMENT**

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<b>Position Title: Clerk I (NON-EXEMPT)</b>	<b>EEOC Occupation Classification: Administrative Support</b>	<b>Public Facilities: Job No. 1629</b>	<b>Salary Range: \$10.10/hour</b>	<b>Deadline: Open Until Filled</b>
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**JOB SUMMARY:**

Employee is responsible for providing administrative and clerical support to ensure efficient department operations including the maintenance of financial, personnel and other official department records for the staff of the Public Works Department. Work involves interacting with staff, the public and other City departments to ensure for the efficient operation of the department. Employee is required to perform all similar or related duties. This position class is common to several of the City’s departments where the duties are of similar complexity and responsibility, but where the actual work tasks may actually be somewhat different. The term “may” is used to allow for individual position differences and should be taken to mean, “may not” as well.

**REPORTING RELATIONSHIP:**

Reports to General Services Coordinator

**Special Requirements:** Must have a valid Texas Driver’s License.

**Qualifications:** High School Degree or equivalent with one (1) year 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. Must have knowledge in Microsoft Office such as Word, Excel, PowePoint, etc. Purchasing experience desired but not required

**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](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

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