



**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:</b> <b>Cashier Part-Time</b> <b>(NON-EXEMPT)</b>	<b>EEOC Occupation</b> <b>Classification:</b> <b>Administrative Support</b>	<b>Finance</b> <b>Department:</b> <b>Job No. 1709</b>	<b>Salary</b> <b>Range:</b> <b>\$10.10</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee performs clerical support services to receive and process cash payments including the maintenance of the cash drawer in an accurate manner. Employee assists the public to understand their utility bills; researches questions, answers telephone and handles in-person inquiries, service requests and complaints. Employee creates/Finalize customer accounts; creates service orders; credit/debit memos. Employee assists other department personnel with special projects as requested. Employee is required to perform all similar or related duties.

**REPORTING RELATIONSHIP:**

Reports to Utility Billing Supervisor

**Qualifications:** High School Diploma 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. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints. Bilingual and proficient in both Spanish and English preferred but not required.

**COMPENSATION AND BENEFITS**

Workers' Compensation

**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)

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

**Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).**

**Nuestra compañía utiliza E-Verify para confirmar la elegibilidad para empleo de todos los empleados recién contratados. Para saber más sobre E-Verify, incluyendo sus derechos y responsabilidades, por favor visite [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).**