

CITY OF TEMPLE
WATER AND SEWER OFFICE

Announcement of Recruitment to Fill Vacancy

JOB TITLE: Office Clerk (Part-Time)

HOURLY SALARY: \$10.00

CLOSING DATE: Monday, March 19, 2018

The Office Clerk position in the City of Temple Water and Sewer Office at City Hall is a part-time job. It is a temporary position, but will continue at least through September 2018. Generally, a maximum of 30 hours in a week and a maximum of 70 hours in a month. (Part-time jobs with the City of Temple have limited employee benefits.) Requires a general knowledge of office practices, accounting procedures, computers and basic office equipment; ability to follow cash drawer procedures, accept payments, and keep accurate records. Also, to have good customer service and communications skills, and at least two years of accounting or equivalent experience. High school diploma (or GED equivalent) required, unless applicant currently is enrolled in a business education program. Must be able to lift and/or carry weight of 20 to 40 pounds. -- Applications available at Temple City Hall, 240 Carrollton Street, 8:00 a.m. to 5:00 p.m. Monday through Friday. City Hall: 770/562-3369. Return completed application or resume to City Clerk Kristin Etheredge at City Hall. Fax to 770/562-9440 or email to ketheredge@templega.us