



City of Dilley

Job Announcement

Job Notice:

The City of Dilley is currently accepting Applications for the following position:

<u>Date:</u>	<u>March 10, 2021</u>
<u>Job title:</u>	General Clerk
<u>Department:</u>	Administration
<u>Closing Date:</u>	TBA
<u>Job Type:</u>	Full Time
<u>Hours:</u>	Monday – Friday 8am – 5pm

Job Summary

Follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, posting to individual accounts, opening mail, calculating and posting charges, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task

Minimum Requirements:

- High School Diploma or GED required
- Bilingual
- Excellent knowledge of MS Office Word, Excel, and Outlook
- Excellent office and customer service skills
- Ability to multi-task in a busy work environment and detail oriented
- Able to take direction well and work with minimal supervision
- 1/+ years of general clerk/administrative duties preferred
- Valid Driver's License
- Satisfactory Alcohol and Drug Screen

For more information contact:

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Applications at cityofdilleystx.com
(City Services>Download Forms>Employment App)

The City of Dilley is an Equal Opportunity Employer.