

**PART-TIME CLERICAL
CITY OF KRUGERVILLE, TEXAS**

The City of Krugerville is accepting applications for a part-time clerical position, for 20 hours per week.

GENERAL ESSENTIAL FUNCTIONS

- Assists in the daily activities of the Deputy City Secretary and City Secretary's office.
- Provides clerical support to the Deputy City Secretary and the City Secretary as requested.
- Assists the Deputy City Secretary in trash functions, i.e., billing, setting up new accounts, processing and posting payments, second notices, closing accounts, etc.
- Serves as the Planning and Zoning Secretary; prepares agendas, agenda packets, minutes, and legal notices. Informs and disseminates P&Z activities to the City Secretary for consideration at City Council meetings.
- Processes all platting submissions, writing related legal notices, scheduling public hearings, etc.
- Maintains septic files on septic systems in the City, by entering septic contracts and inspections on the computer and filing documents. Prepares monthly septic report to the State. Sends letters to residents who are not current on their contract and/or their testing. Handles septic complaints and works with the City's Designated Representative to resolve such issues in a timely manner.
- Processes general City complaints, disseminating as needed, and following through to the point of resolution.
- Performs website and social media updates, including posting agendas and minutes for the City Council, EDC, CDC, P&Z, and Board of Adjustments, new City ordinances, upcoming events, etc.
- Performs duties relative to open record requests and records management.
- Answers phone and assists customers at the window, using tact, diplomacy, effective communication, professionalism, and courtesy in all instances.
- Assists in day-to-day filing and ongoing records retention.

REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

- High school graduate or equivalent
- Some college or equivalent experience
- Minimum of two years' experience in a municipal government setting
- Ability to read abstracts, plats, and other legal documents
- Strong organizational skills
- Excellent written and oral communication skills
- Ability to work well under pressure and multi-task oriented
- Experience in:
 - Microsoft Office Suite
 - Laserfiche
 - QuickBooks
- Possess a valid Texas Driver's License

Salary dependent upon qualifications. Partial benefits available.