



**THE CITY OF RIVER OAKS IS ACCEPTING APPLICATIONS TO HIRE AN
ADMINISTRATIVE ASSISTANT/WATER DEPARTMENT**

QUALIFICATIONS TO BE CONSIDERED:

- HIGH SCHOOL DIPLOMA OR EQUIVALENCE
- CASH HANDLING EXPERIENCE
- GENERAL OFFICE EXPERIENCE
- COMPUTER EXPERIENCE (*BE ABLE TO SHOW PROOF OF*)
- 10 KEY EXPERIENCE
- UTILITY DATA ENTRY
- ABILITY TO PRIORITIZE WORK
- HANDLE MULTIPLE TASKS WITH ATTENTION TO DETAIL
- GOOD WORK HISTORY
- GOOD PUBLIC RELATIONS

DUTIES:

- RECEIVE & PROCESS UTILITY PAYMENTS
- PROCESS PERMIT APPLICATIONS
- GOOD CUSTOMER SERVICE
- BALANCE CASH COLLECTION DRAWERS DAILY
- GENERAL OFFICE WORK
- FILING AND RECORD KEEPING
- PROCESS UTILITY REPORTS

SALARY AND BENEFITS:

- \$12.50 TO \$13.50 PER HOUR TO START, 90 DAY EVALUATION, 40-HOUR WORK WEEK
- GROUP HEALTH INSURANCE, LONGEVITY, PAID HOLIDAYS, PAID VACATION & SICK LEAVE
- OPPORTUNITY TO ADVANCE; GOOD TRAINING OPPORTUNITIES

CANDIDATES PLEASE SEND ALL RESUMES TO THE CITY OF RIVER OAKS IN CARE OF:

*PAULA LUCK
CITY SECRETARY
4900 RIVER OAKS BLVD.
RIVER OAKS, TEXAS 76114
817-626-5421 x 326*

RIVER OAKS IS AN EQUAL OPPORTUNITY EMPLOYER