

## **PART TIME CLERICAL HELP NEEDED**

Part-Time clerical help needed. Approximately 4 hours per day. Job duties include submitting reports as required; answer telephone, assist City Secretary as needed; doing computer data entry and filing. Must be able to read, write, and speak English language; display good decision making abilities and to be able to communicate effectively and courteously with other city employees and the public.

Requires: High School Diploma and prefer some College Business courses.

Minimum of 5 years' experience; Proficient with computer; good communication skills; Plan and be able to schedule independently with little to no instruction.

Salary based on experience.

Applications can be found online@ [hawkinstx.org](http://hawkinstx.org) under employment tab or City Hall, 200 N. Beulah St. Hawkins Tx, 75765. Submit to [mandy@hawkinstx.org](mailto:mandy@hawkinstx.org) or in person at City Hall.