

City of Rio Grande City
Clerk
Full-Time Regular Position

Job Title & Classification: Clerk, City of Rio Grande City. This is a full – time regular position.

Job Description: The individual will perform general office duties and tasks required in the Department. Individual must keep time records and prepare monthly reports. Employee will be responsible for maintaining general office equipment, dealing with the public and other duties as assigned.

Requirements: High School diploma or GED is required. Must have a valid Texas Drivers License (Class C) with satisfactory driving record. Clerical courses are desirable. Correct English usage is required. Must possess computer skills in word processing and spreadsheets. Must be bilingual English/Spanish. Applicant must pass a background check (employment & criminal) and a pre-employment drug test.

Salary & Compensation: Salary commensurate with experience. Benefits include retirement, health insurance, holiday, sick and vacation leave.

Application may be picked up at City Hall
5332 E HWY 83
Rio Grande City, TX 78582
Valerie Brown-Garza, Personnel Director
956/487-0672
www.cityofrgc.com

City of Rio Grande City is an Equal Opportunity Employer.