

JOB TITLE: MUNICIPAL OFFICE CLERK

FULL-TIME POSITION WITH BENEFITS

JOB DESCRIPTION: Employer is seeking to hire an Office Clerk with at least 2 years of experience. Municipal experience is a plus.

Duties will include:

- Operate office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers
- Answer telephones, direct calls, and take messages
- Data entry (accounting data entry a plus), inventory, mailings, and database systems using a computer
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints
- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail and packets, maintain and update filing
- Review files, records, and other documents to obtain information to respond to requests, type letters and filing
- Assist Town Administrator and Assistant Town Secretary with various duties
- Assist with court dockets
- Must be computer literate
- Must be Bilingual/English – Spanish
- Must have a High School Diploma/GED
- Employer will be requesting a Criminal Background Check



Town of Rancho Viejo

3301 Carmen Ave. 78575

Phone(956)350-4093

Fax(956)350-4156

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony? Yes No If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Employment

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____
Address: _____ Supervisor: _____
Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____
Responsibilities: _____
From: _____ To: _____ Reason for Leaving: _____
May we contact your previous supervisor for a reference? Yes No

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Authority for Release of Information

In submitting this Employment Application, I hereby authorize the review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Town of Rancho Viejo, Texas, whether the said records are of public, private, or confidential nature. The Authority for Release of Information signed by me is attached hereto as **Exhibit 1** to this Employment Application.

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

Exhibit 1

The Town of Rancho Viejo, Texas
3301 Carmen Ave.
Rancho Viejo, Texas 78575

AUTHORITY FOR RELEASE OF INFORMATION

_____	_____	_____	_____	_____
Last Name	First Name	Middle Name	Sex	Race
_____	_____	_____		
Texas Driver's License #	Social Security #	D.O.B.		
_____	_____	_____	_____	_____
Place of Birth	County or City	State	Country	

I, do hereby authorize a review of and full disclosure of all records, or any part thereof, concerning myself, by and to ANY duly authorized agent of the Town of Rancho Viejo, Texas, whether the said records are of public, private or confidential nature. The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or credit institutions, including records of deposits, withdrawals and balances of checking and savings accounts, and loans, and also the records of commercial or retail credit agencies (including credit reports and/or ratings); public utility companies; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me, salary records, real and personal property tax statements and records, and other financial statements and records wherever filed; records of complaint, arrest trial and/or convictions for alleged or actual violations of law, including criminal, civil and/or traffic records; the results of any polygraph examinations; records of complaint of a civil nature made by or against me, wheresoever located, and to include the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case in which I presently have, or have had an interest.

I reiterate, and emphasize that the intent of this authorization is to provide full and free access to the background and history of my personal life, for the specific purpose of pursuing a background investigations which may provide pertinent data for the Town of Rancho Viejo, Texas, to consider in determining my suitability for employment by that municipality. It is my specific intent to provide access to personal information, however personal or confidential it may appear to be, and the sources of information specifically identified herein.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for employment by the Town of Rancho Viejo, Texas. I understand that all materials pertaining to this background investigation become the property of the Town of Rancho Viejo, Texas, and will not be returned to me.

I agree indemnify and hold harmless the person to whom this request is presented and his agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorneys fees, arising out of or by reason of complying with this request.

I further understand that in the event my application is disapproved, the sources of confidential information cannot be revealed to me.

A photocopy of this release form will be valid as an original hereof, even though the said photocopy does not contain an original writing of my signature.

MUST BE SIGNED IN THE PRESENCE OF A NOTARY:

Printed Name: _____

Signature: _____

Street Address: _____

City: _____

State: _____

Zip Code: _____

Subscribed and sworn before me this _____ day of _____, 20_____.

My commission expires _____, 20_____.

Notary: _____