

JOB TITLE: OFFICE CLERK / ASSISTANT

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, inventory, mailings, and database systems, either manually or 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.
 Rancho Viejo, TX 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 worked for this company? YES NO If yes, when? _____

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 Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

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

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

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

Previous 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: _____

EEOC Statement

The Town of Rancho Viejo is an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.

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: _____