



The following is a listing of City of Lufkin job openings that are currently available. Scroll down for additional information on each job vacancy posting.

**Job Title/Department**

Police- Part-Time Communications Operator  
Ellen Trout Zoo- Crew Leader II (Facilities Manager)  
Police – Entrance Exam April 12, 2018  
Municipal Court- Deputy Clerk  
Ellen Trout Zoo- Cashier  
Parks and Recreation- Concession Stand workers

**Closing Date**

Open Until Filled  
Open Until Filled  
March 19, 2018  
Open Until Filled  
Open Until Filled  
Open Until Filled

September 10, 2015



**\*\*\* VACANCY POSTING \*\*\***  
**POLICE DEPARTMENT**  
**COMMUNICATIONS OPERATORS**  
**(5) PART-TIME POSITIONS AVAILABLE**

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

**REQUIREMENTS:**

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Hearing range of 30 or more decibels and frequency range of 250-3000 hertz.
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts

**QUALIFICATIONS:**

- High school diploma/GED
- Experience as a current or recent TCOLE licensed telecommunications operator.
- Applicants are required to successfully complete a pre-employment interview.
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.

**PREFERENCES:**

- Currently employed as a communications operator with a Texas law enforcement agency.

These are part time positions without benefits. Hours will not exceed 25 per week.

**Starting pay: \$16.88 per hour**  
**Closing Date: Open Until Filled**  
**Schedule: Varies**  
**Schedule Hours: 12 hrs shifts**

**This position is an essential service position,  
and will be required to provide services 24/7,  
including weekends, holidays and during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd  
Suite 226, Lufkin, TX 75901, FAX 936-633-0408, [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com)  
or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME \_\_\_\_\_

DATE: \_\_\_\_\_

**COMMUNICATIONS OPERATOR/POLICE**

1. Do you have dispatch experience? \_\_\_\_\_ If so, where did you obtain that experience?

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2. Do you have experience working in law enforcement, in a hospital setting, as a firefighter/EMT, etc.?  
\_\_\_\_\_ If so, list your experience. \_\_\_\_\_

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3. Do you have computer experience? \_\_\_\_\_ If so, list your experience.

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4. Can you pass an extensive background investigation? \_\_\_\_\_

5. This position requires that a person be able to multi task. You must be able to answer the phone, dispatch firefighters and police officers and enter call information in computer at the same time. Describe a job you have possessed that required you to multi task.

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6. Our Communication Operators work shift work, and at times are asked to come in early, stay late and work on their days off. They also work 12 hour shifts, weekends, holidays, days and evenings. This requires someone that is very flexible in their work hours. Will you be able to work the shifts as described above? \_\_\_\_\_

7. Explain why you would like to be a Communications Operator, and what you believe the job entails.

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June 29, 2017



**\*\*VACANCY POSTING \*\***  
**Ellen Trout Zoo**  
**Crew leader II (Facilities Manager)**

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

**MAJOR DUTIES:**

- Ability to supervise a crew
- Gardening/landscaping
- Plumbing and minor electrical repair
- Pest control and janitorial duties
- Maintains inventory of supplies
- Carpentry

**QUALIFICATIONS:**

- High School Diploma or GED
- Valid Texas Driver's License is required at time of placement
- Must be able to perform strenuous physical labor including heavy lifting
- Must have experience using hand and power tools and lawn equipment
- Must be able to operate backhoes and forklifts
- Minimum of one (1) year experience working in maintenance and /or landscaping trades.

**Pay Range: \$14.65-\$15.39 per hour**

**Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.**

**Pay Depending on Qualifications and Experience**

**Non-exempt for overtime**

**Work Schedule/Days: 8:00AM-5:00PM**

**Work Schedule/Hours: 40 hours per week**

**Closing Date: Open Until Filled**

**Questionnaire must be completed and submitted with application.**

**This position is an essential service position, and will be required to provide services during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**Crewleader II (Facilities Manager) / ELLEN TROUT ZOO**

1. Do you have experience with plants, landscaping, grounds keeping? \_\_\_\_\_  
Explain. \_\_\_\_\_

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2. Do you mind working around animals to include spiders and snakes?  
\_\_\_\_\_

3. This position requires working on holidays and weekends. Will you be able to work holidays and weekends? \_\_\_\_\_

4. Do you have experience doing maintenance work, to include light plumbing, building maintenance, concrete, painting, equipment maintenance, fence repair, changing sprinkler heads, etc? \_\_\_\_\_ List that experience.

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5. List the landscaping equipment you have experience with? (Mowers, tractors, weed eaters, etc.)

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6. Do you have experience operating equipment like backhoes and forklifts? \_\_\_\_\_ List that experience. \_\_\_\_\_

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January 30, 2018

## **Civil Service Testing Announcement Police Entrance Examination**

The City of Lufkin, Texas will be administering an entrance examination for  
Civil Service Police Officer at 9:00 A.M. on Thursday, April 12, 2018

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

The location of this examination will be at the  
Pitser Garrison Convention Center, 601 N. Second St., Lufkin, Texas, 75901.

No late arrivals will be allowed to test.

All individuals who are interested in taking the entrance exam for possible employment with the City of Lufkin Police Department **must complete a City of Lufkin Personal Information form** which is available at [www.cityoflufkin.com](http://www.cityoflufkin.com) and City of Lufkin Human Resources Dept., 300 E. Shepherd St., Room 226, Lufkin, Texas 75901. Completed forms must be received by **5:00 PM, March 19, 2017** by email: [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com), mail: P.O. Drawer 190, Lufkin, Texas 75902-0190 or in the Human Resources Department of the City of Lufkin.

You must present a valid driver's license at the time of the test.

Applicants wishing to receive additional points to a passing score for military service must provide a copy of their DD214 with an **honorable discharge** on record at the testing. No originals please. Your copy will not be returned to you.

No experience required

### **REQUIREMENTS:**

**Age:** You must be 21 yrs. of age. There is no upper age limit

**Education:** High School diploma or equivalent

**Starting pay:** \$44,686.35 annually

Lateral entry available for experienced officers. Salary range: \$44,686.35 to \$ 56,741.57 annually.

The results of this examination will establish an eligibility list which will remain in effect for twelve months or until such time as the list is exhausted.

All applicants scoring 70 or above on the examination will be tested for physical agility. Report to the Lufkin Police Department at City Hall at 9:00 AM on Wednesday, April 13, 2018. Bring appropriate clothing for the agility testing (shorts, tennis shoes, t-shirt, etc.). The physical fitness standards exam consists of four different tests. The tests and their time restrictions are as follows:

1.5 mile run	Less than or equal to	18 minutes and 8 seconds
300 meter run	Less than or equal to	75 seconds
Bench Press	The lesser of	135 lbs. or 67% of the candidate's body weight
Vertical Jump	Greater than or equal to	15.5 inches

Posted: January 30, 2018  
Brittany Semien  
Human Resource Assistant  
City of Lufkin, Texas

**City of Lufkin**  
**Personal Information Form**  
**Civil Service Examination**  
**POLICE**

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**DATE**

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**LAST NAME**

**FIRST NAME**

**MI**

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**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

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**TELEPHONE**

**\*DATE OF BIRTH**

**AGE ON THE TEST DATE**

**Exam takers must be 21**

**\*SEX:  MALE  FEMALE**

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**E-MAIL ADDRESS**

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**SOCIAL SECURITY NUMBER**

**Driver's License: State/Number**

**\*ETHNIC CODE:**

**BLACK**

**AMERICAN INDIAN**

**ASIAN/PACIFIC ISLANDERS**

**HISPANIC**

**WHITE**

**OTHER**

**INDICATE BELOW WHICH IS APPLICABLE:**

**PEACE OFFICER:**

**YES**  **NO**

**TCLOSE CERTIFIED:**

**YES**  **NO**

**MILITARY SERVICE:**

**YES**  **NO**

**HONORABLE DISCHARGE:**

**YES**  **NO**

**How did you find out about the Lufkin Police Department Entrance Exam?**

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**(SIGNATURE)**

**Please return completed form to [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com),**

**or hand deliver to**

**300 E. Shepherd, Suite 226, Lufkin, TX 75901**

**\*Race, age and sex is required background data solely to monitor test results for protected groups.**



January 30, 2018

**\*\*\*VACANCY POSTING \*\*\***  
**MUNICIPAL COURT DEPUTY CLERK**

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

**DUTIES INCLUDE:**

- **Prepare complaints/administer oath to person filing complaints before court**
- **Process traffic, parking, state law, City ordinance, Class C citations, summons and warrants at the direction of the judge**
- **Process traffic citations including contacting officers for information and generating notice of appearance or summons**
- **Maintain accurate records for the court, including dockets, and all related files**
- **Schedule cases and appointment for defendants**
- **Process cases appealed to the County Court**
- **Perform various administrative duties including filing, mailings, reports, videos, faxing, copying and other clerical tasks**
- **Assist defendants including processing payments, preparing and explaining paperwork, whether in person or on the phone**
- **Attend any and all training as directed by the judge and/or supervisor**
- **Ability to read, write, and speak Spanish preferred**

**QUALIFICATIONS:**

- **High School Diploma or GED**
- **Minimum of one year experience in clerical and general office practices and procedures in an office setting**
- **Proficient in the use of computers using Microsoft Word and Excel**
- **Ability to retrieve information from files and/or computer system with 99% efficiency within ten minutes.**
- **Ability to perform under threatening, stressful conditions**
- **Must type 50 wpm (Typing test at Workforce Solutions required with application.)**

**Questionnaire must be completed and submitted with application.**

**Pay Range: \$11.01- \$11.56 per hour**

**Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.**

**Pay Depending on Qualifications and Experience**

**Non-exempt for overtime**

**Work Schedule/Days: Monday-Friday**

**Work Schedule/Hours: 8:00 AM – 5:00 PM**

**Closing Date: Open Until Filled**

**This position is an essential service position, and will be required to provide services during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX75901, FAX 936-633-0408, [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.



NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**DEPUTY CLERK I**

1. Give two examples of your ability to multi task. \_\_\_\_\_

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2. Are you a detail oriented person? \_\_\_\_\_

If so give an example. \_\_\_\_\_

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3. Describe your customer service experience. \_\_\_\_\_

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4. Describe your computer software experience and where you obtained your experience. \_\_\_\_\_

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5. Describe your data entry experience.

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6. Describe your experience in using Microsoft Outlook?

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7. Do you have experience answering multi-line phones? \_\_\_\_\_  
How many lines and the approximate number of calls per day?

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8. What is your experience with setting up meetings and taking minutes?

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9. Describe a situation/job that required you to maintain confidentiality.

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10. Describe your experience handling money and dealing with numbers?

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11. Describe your experience in dealing with difficult people?

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February 2, 2018



**\*\*\* VACANCY POSTING \*\*\***

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**CASHIER  
ELLEN TROUT ZOO**

**DUTIES INCLUDE:**

- Collect tickets for admission
- Reconcile daily monetary amounts collected with number of classification of paying Zoo visitors
- Secure Zoo gates at beginning and end of each day
- Meet and greet Zoo patrons
- Answer and route incoming phone calls
- Provide back-up assistance in the gift shop/concessions as required
- Required to provide clerical support.

**QUALIFICATIONS:**

- High School Diploma/ GED
- Must be able to obtain food handler's certificate as required by Health Department

**Pay Range: \$10.01- \$10.51 per hour**

**Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.**

**Pay Depending on Qualifications and Experience**

**Non-exempt for Overtime**

**Work Schedule/Days: Varies/40 Hours per week**

**Work Schedule/Hours: 8:00AM – 5:00 PM**

**Closing Date: Open Until Filled**

**Questionnaire must be completed and submitted with application.**

**This position is an essential service position, and will be required to provide services during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com). You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 759

# Zoo Cashier Questionnaire

NAME \_\_\_\_\_ DATE: \_\_\_\_\_

1. Describe your clerical experience, and where you obtained your experience. \_\_\_\_\_

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2. List the computer programs you are familiar with, and where you obtained your experience with those programs. \_\_\_\_\_

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3. Do you have experience answering multi line phones? \_\_\_\_\_

4. Describe your customer service/public relations experience.

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5. Define what you consider to be a "team player". \_\_\_\_\_

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6, Describe your experience as a cashier.

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7. What would restrict you from working weekends and holidays?

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8. Do you mind working around animals, including snakes and spiders?

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February 22, 2018

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

## **PARKS AND RECREATION CITY SPORTS COMPLEX CONCESSION STAND WORKERS**

The City of Lufkin is accepting applications for sports complex concession stand workers.

Applications are kept on file until positions are available.

### **REQUIREMENTS:**

- Must be 16 years of age or older
- 16-18 year olds must have written parental/guardian consent
- Must be able to lift items weighing 10 pounds and less
- Ability to walk, stand, bend, stoop

### **SKILLS:**

- Ability to work varied hours including evenings and weekends until 10:30 PM
- Experience with concession stand, cooking, food-handling preferred
- Must be able to balance a cash drawer and make change

**This is a part time position. There are no guaranteed number of hours or days for this position. Employees are assigned shifts as needed.**

**Pay: \$8.00 per hour**

**A questionnaire must be completed and submitted with application.**

**Submit completed applications and questionnaires to Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901**

**FAX 936-633-0408, email: [bsemien@cityoflufkin.com](mailto:bsemien@cityoflufkin.com)**

**Visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com) for forms or contact Human Resources at the above information or call 936-633-0228.**

**PARKS & RECREATION  
CONCESSION STAND WORKERS**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Concession Stand Worker**

**1. Do you have experience working in a concession stand? \_\_\_\_\_**  
**Explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**2. Do you have experience cooking or handling food? \_\_\_\_\_**  
**Explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**3. Do you have experience running a cash register and handling cash payments? \_\_\_\_\_**  
**Explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Is there anything that would keep you from working any of the following hours: Monday through Thursday nights between 5:30pm and 10:30pm, Saturdays and Sundays between 9:00am and 4:00pm? \_\_\_\_\_**

**Explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**5. This position may require some lifting of items under 10 pounds. Do you have any issues that may prevent lifting? \_\_\_\_\_**

**Explain** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_