

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
or visit our website, 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?

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

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

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.

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.

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 or visit our website, 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. _____

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. _____

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

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



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

Visit our website, 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 _____



March 1, 2018

***** VACANCY POSTING *****
COMMUNICATIONS OPERATOR
POLICE DEPARTMENT

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)
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts
- Must be able to thrive in a hectic/fast paced atmosphere
- Live within 30 minutes of the Lufkin Police Department

QUALIFICATIONS:

- High school diploma/GED
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.
- Pass an employment physical examination, which includes an audiological (hearing) test. Hearing range of 30 or more decibels, and frequency range of 250-3000 hertz in both ears.
- Must pass 2 state licensing courses and the State Licensing Test for Telecommunications within the first year of employment.
- Candidates are required to successfully pass the Communications Performance test, a polygraph test and complete a background investigation check.

COMPETITIVE PAY & BENEFITS:

- Beginning salary of \$35,121.42 annually with ability to increase by 4 yearly steps to \$40,698.74 annually
- Comprehensive Benefits Package (Medical, Prescription, Life, Dental, LTD)
- Texas Municipal Retirement System – 5 year vesting; 20 year retirement at any age; 7% employee contribution; 2 to 1 match; Updated Service Credit.
- Vacation, sick days, Longevity Pay, 11 Paid Holidays.
- \$40 per month cleaning allowance after 6 months employment

All Applications must be submitted to the Human Resources Department
Closed: 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, TX 75901, FAX 936-633-0408, bsemien@cityoflufkin.com or visit our website, 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? _____

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

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

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.

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.



March 6, 2018

*****VACANCY POSTING*****

**KURTH MEMORIAL LIBRARY
SUMMER READING ASSISTANT**

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.

REQUIREMENTS:

- Ability to communicate well with children and adults
- Participation in crafting activities, puppet shows and other events
- Must have good alphabetizing and filing skills

QUALIFICATIONS:

- Must have completed the ninth grade
- Provide references from three adults

**20 hours per week
Work Schedule: Varies/Saturdays are required**

SUMMER ONLY

Pay: \$7.25 per hour - Non-exempt for overtime

Closing Date for Applications: Open Until Filled

Completed questionnaire must be submitted with application.

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 or visit our website, www.cityoflufkin.com.

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

NAME: _____

DATE: _____

SUMMER READING ASSISTANT- KURTH LIBRARY

1. Describe your experience working or volunteering in a library.

2. Describe your computer experience, and where you obtained that experience.

3. Describe your experience working with arts and crafts.

4. Describe your experience working with children. _____

5. Are you available to work from the beginning of June through the middle of August? _____

6. What would keep you from working evenings and Saturdays?

March 7, 2018



*****VACANCY POSTING*****

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.

MAINTENANCE WORKER
Ellen Trout Zoo

DUTIES:

- Grounds maintenance
- Gardening/landscaping
- Building maintenance and construction
- Plumbing and minor electrical repair
- Preventative maintenance to vehicles and equipment
- Pest control and janitorial duties

QUALIFICATIONS:

- High School Diploma/GED
- A 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
- Six (6) months experience working in maintenance and/or landscape trades
- Must be able to work around animals along with snakes and spiders
- Must be able to work holidays and weekends
- Ability to understand and follow simple oral and written instructions

Pay Range: \$10.51- \$11.03 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: 40 Hours

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 or visit our website, www.cityoflufkin.com.

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

NAME _____ DATE _____

MAINTENANCE WORKER/ ELLEN TROUT ZOO

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

2. Do you have experience doing maintenance work, to include light plumbing, building maintenance, concrete, painting, equipment maintenance, fence repair, changing sprinkler heads, etc? _____ Describe experience.

3. Describe the landscaping equipment you have experience with? (Mowers, tractors, weed eaters, etc.) _____

4. Do you have experience operating equipment like backhoes and forklifts? _____ Describe that experience.

5. Is there anything that would prevent you from working weekends and holidays?

6. Can you work around animals including spiders and snakes?

March 23, 2018



PARKS AND RECREATION REPOST-LEAGUE SUPERVISOR

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.

MAJOR DUTIES:

- Supervises sporting events for the City's Parks and Recreation Department
- Provides support for officials
- Supervises players, scorekeepers and spectators as needed
- Responsible for supervising and enforcing players' suspensions
- Responsible for opening and closing sports complexes

REQUIREMENTS:

- Ability to work with the public in a tactful manner
- Flexible work schedule to meet the needs of sporting events
- Good Knowledge of city policies, sports handbook league rules
- Ability to layout playing fields and courts

QUALIFICATIONS:

- High School Diploma or GED
- Experience in management and supervision
- Ability to pass a background check to work with children and adults

Pay Range: \$8.66 per hour
Pay Depending on Qualifications and Experience
Non-exempt for overtime
Work Schedule/Days: Varies/includes Saturdays
Work Schedule/Hours: 20 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 or visit our website, www.cityoflufkin.com.

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

NAME _____

DATE _____

LEAGUE SUPERVISOR – PARKS AND RECREATION

1. List your experience with adult softball and basketball. _____
Explain how you obtained this experience. (playing, umpiring, coaching,
etc.) _____

2. What experience do you have with scheduling, score keeping and reading
brackets for both softball and basketball? _____

3. This position requires supervision of both players and fans. You will be
expected to enforce league rules and keep order among the fans and players. Do
you believe this is something you can do? _____

4. This position requires excellent communication skills and public relations skills
to interact with players, coaches, fans and umpires. List jobs you have had that
required you to have good communication and people skills. _____

5. Can you work nights and weekends? _____

March 26, 2018



VACANCY POSTING
Library
Part -Time Library Aide

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:

- Provides customer service at the service desks
- Answers multi-line phone calls
- Checking all media materials in and out to the public
- Data entry on various computer systems
- Processing fees/fines
- Shelving materials

QUALIFICATIONS:

- Familiar with Microsoft Word, Excel
- Ability to stand for long periods of time, stooping, bending, lifting and pushing a book cart
- High School Diploma/GED
- Ability to interact positively with the public and fellow employees

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/includes Saturdays

Work Schedule/Hours: 20 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 Lufkin, TX75901, FAX 936-633-0408, bsemien@cityoflufkin.com or visit our website, www.cityoflufkin.com.

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

NAME: _____

DATE: _____

Library Aide Part-time

1. Describe your experience working or volunteering in a library.

2. This position requires repetitive bending, stooping, squatting and lifting. Shelving requires lifting books up to 25 lbs and pushing book-trucks up to 250 lbs. Will you be able to physically perform these duties? _____

3. Describe your experience working directly with the public.

4. Describe your computer experience including programs you have used and where you gained your experience. _____

5. Can you work evenings and Saturdays? _____

March 26, 2018



**** VACANCY POSTING ****

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.

**POOL SUPERVISOR
PARKS & RECREATION DEPARTMENT**

Requirements:

- Ability to manage groups of patrons in an orderly and polite manner to promote safety and a positive atmosphere
- Good communication skills
- Knowledge of chemical testing for chlorine and PH content
- Must work evenings and weekends

Qualifications:

- Applicant must successfully pass physical and drug/alcohol test

Starting pay: \$9.76 per hour-Non-exempt for overtime

Work Schedule/Days: Tuesday – Sunday

Work Schedule Hours: 1:00 pm to 7:00 pm- 35 hrs

OPEN UNTIL FILLED

THIS POSITION IS TEMPORARY FOR THE SUMMER ONLY.

Interested parties may contact the Human Resources Department at LufkinCity Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901, FAX 936-633-0408, call 936-633-0228, or email bsemien@cityoflufkin.com
You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.

March 26, 2018



**** VACANCY POSTING ****

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, HANDCAP, OR VETERAN STATUS.

**LIFEGUARD
3 positions
PARKS & RECREATION DEPARTMENT**

REQUIREMENTS:

- Ability of supervise the operation of the pool including safety, water quality, facility cleanliness, lifeguard work assignments, training and revenue reports
- Must work evenings and weekends

QUALIFICATIONS:

- Red Cross Lifeguard Certification
- First Aid certification, including CPR Certification
- Applicant must successfully pass physical and drug/alcohol tests

Starting pay: \$9.00 per hour-Non-exempt for overtime

Work Schedule/Days: Tuesday – Sunday

Work Schedule/Hours: 1:00 PM to 7:00 PM – 35 hrs per week

OPEN UNTIL FILLED

THESE POSITIONS ARE TEMPORARY FOR THE SUMMER ONLY.

Interested parties may contact the Human Resources Department at City Hall, Room 226, 300 E. Shepherd Ave., Lufkin, Texas 75901, FAX 936-633-0408 or email bsemien@cityoflufkin.com You may also contact Texas Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX. 75904.



April 11, 2018

***** VACANCY POSTING *****

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.

**ZOO KEEPER
ELLEN TROUT ZOO**

Duties include:

- Responsible for the overall daily care of reptiles including venomous snakes and crocodilians, plants, enclosures and support facilities
- Cleaning, feeding, exhibit upkeep, exhibit associated landscaping, breeding programs
- Record keeping, report writing and other aspects of the professional care of reptiles and mammals.
- Ability to work independently and use initiative
- Maintain accurate records, and write meaningful reports
- Be flexible and adaptable to working within the framework of a small zoo
- Have a respect for animals with a professional attitude about the work
- Work as a team member for the benefit of the animals
- Requires standing, stooping, sitting, twisting, walking and lifting of feed sacks and hay bales (minimum of 25-70 pounds)

Requirements:

- **Bachelor's Degree in Biology, Science or a combination of education and experience to provide the desired level of proficiency.**
- **Valid Texas driver's license at time of placement.**

This position normally involves work on weekends and holidays, and is an essential service position where the incumbent will be required to provide services during emergency situations.

Starting Salary: \$27,098.73 annually
Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.
Exempt for overtime
Scheduled Work Days: Varies
Scheduled Work Hours: 8:00 AM – 5:00 PM
Closing Date: Open Until Filled

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

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



April 11, 2018

*****VACANCY POSTING***
SEASONAL ZOO ATTENDANT - EDUCATION**

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.

REQUIREMENTS:

- Assist with summer programs and special events
- Ability to work with animals and people
- Provide basic animal care
- Work weekends and holidays
- Conduct tours
- Skill in making presentations to audiences
- Experience with computers and first-aid helpful

QUALIFICATIONS:

- Valid Texas Drivers License
- High School Diploma or GED

This is a temporary seasonal position.

Questionnaire must be completed and submitted with application.

Starting pay: \$9.24 per hour

Open Until Filled

Work Schedule/Days: Varies – 5 days per week

Work Schedule/Hours: Varies – 40 hours per week

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

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

NAME _____

DATE _____

SEASONAL ZOO ATTENDANT - EDUCATION

1. Describe your experience working with groups, such as scouts, church, schools, etc. _____

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

3. Have you made any oral and written presentations? _____
Explain (school, church, work) _____

4. Describe your computer experience, programs, years of experience, etc. _____

5. Describe your science or biology background, training or experience.



April 11, 2018

*****VACANCY POSTING*****

**Utility Collections
Billing Clerk**

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.

Duties Include:

- Provides administrative support to Utility Collections
- Answering phones regarding bills, service and questions regarding other departments or water outages
- Take money for water, sewer, sanitation and taxes due the city
- Explain usage spikes, lulls and billing procedures to customers
- Maintain a high level of security in taking credit card payments in person or over the phone
- All other duties assigned

Qualifications

- High School Diploma or GED
- General office skills including typing and ten-key operations
- Basic knowledge in Outlook, Excel and Word
- Knowledge in business math
- Good communication and public relation skills
- Preferred experience in AS400

Pay Range: \$11.03-\$11.56 per hour

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

**Pay depending on qualifications and education
Non-exempt for overtime**

Work schedule/ Days: Monday- Friday

Work schedule/ Hours: 8:00 AM- 5:00 PM

Closes for applications April 23, 2017 at 5:00 PM

. 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, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

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

NAME _____

DATE: _____

UTILITY COLLECTIONS/BILLING CLERK

1. Do you have clerical experience? _____ If so, where did you obtain that experience? _____

2. Do you have computer experience? _____ What programs are you familiar with? _____

3. Have you held a job where you were responsible for dispatching work orders, drivers or work crews using a two way radio? Explain. _____

4. Do you have experience answering multi line phones? _____

5. This position requires taking work orders and dealing with the public over the phone. Many times the customer will be upset and frustrated. Tell me about your customer service/public relations experience. _____

6. Define what you consider to be a "team player". _____

7. Do you speak English and Spanish fluently? _____