



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
Police-Full-Time Communications Operator
Ellen Trout Zoo- Collection Manager
Ellen Trout Zoo- Crew Leader II (Facilities Manager)
Kurth Memorial Library- Part-Time Library Aide
Ellen Trout Zoo- Part-Time Zoo Office Assistant

Closing Date

Open Until Filled
Open Until Filled
Open Until Filled
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: \$16.07 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 7, 2017

***** 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.
- 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 6 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.

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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 9, 2017

*****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.

**ELLEN TROUT ZOO
COLLECTION MANAGER**

THIS IS A WORKING SUPERVISOR POSITION.

Duties include:

- Supervising and mentoring subordinates with their duties
- Responsible for the overall daily care of various portions of collections, 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 wild animals
- 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 or Science
- Valid Texas driver's license at time of placement.

This is a full time position with full benefits.

Starting Salary: \$33,960.91 annually

Exempt for Overtime

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

Scheduled Work Days: Varies

Scheduled Work 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.

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

June 29, 2017



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

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

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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. _____

August 8, 2017



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.

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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? _____

August 16, 2017



VACANCY POSTING
Ellen Trout Zoo
Part-Time Zoo Office Assistant

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DUTIES INCLUDE:

- Provides clerical and cashier assistance
- Ability to perform basic arithmetic
- Basic accounting experience
- Ability to interact positively with public and fellow employees
- Knowledge of business English
- Ability to supervise work of others

QUALIFICATIONS:

- Familiar with Microsoft Office
- High School Diploma/GED
- Requires standing, stooping, sitting, twisting, walking and lifting
- One year experience in general office work

Pay Range: \$9.67 per hour
Pay Depending on Qualifications and Experience
Non-exempt for overtime
Work Schedule/Days: M-F
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.

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NAME _____ DATE _____

PART-TIME OFFICE ASSISTANT/ZOO

1. Where did you obtain clerical experience?

2. List jobs you have held that required you to be detail oriented and describe what made them detail oriented _____

3. List the jobs you've had that required you to work directly with the public? _____

4. What is your typing speed? _____ words per minute.

5. Please list computer software experience? (Ex: Microsoft word, excel, power point, etc.) _____

6. Do you have experience answering multi-line phones? _____
If so, please list where you obtained this experience. _____

7. Describe your experience/skill in working with annual budgets and tracking expenses. _____

NAME _____ DATE _____

PART-TIME OFFICE ASSISTANT/ZOO

8. Describe your experience in maintaining accounts receivables/payables and payroll duties. _____

9. Do you have supervisory experience? _____

If so, please list where you obtained this experience. _____

10. What is your attitude about working around animals including spiders and snakes?
