



CITY of SIMONTON

## **Employment with the City of Simonton, Texas**

Part-time entry level assistant.

**Hours: Mondays: 10 a.m. to 2 p.m. and  
Wednesdays: 8 a.m. to 12 p.m.**

- Assist in the operation of city office.
- Maintain records and files.
- Assist in the daily communication.
- Some experience in an office setting preferred.
- Strong verbal and written communication skills.
- Excellent organizational skills
- Proficiency in computer, email and Microsoft office.
- Strong multi-tasking skills.

**Resumes may be emailed to [cityhall@simonton.org](mailto:cityhall@simonton.org) until  
March 16, 2012.**