

HELP WANTED

Part-Time Office Clerk

The **City of Wink** is accepting applications for a **Part-Time Office Clerk**.

Hours:

- Approximately **20 hours per week**
- **Weekends off**, except for three Saturdays each year (Election Day, Rabies/Shot Clinic, and City Clean-Up Day).

Duties Include:

- Answering telephones and assisting customers
- Providing excellent customer service
- Accepting water utility and municipal court payments
- Assisting with monthly water billing
- Maintaining a cash drawer and balancing daily receipts
- Making bank deposits
- Filing and general office duties
- Data entry and basic bookkeeping
- Maintaining a clean and organized work area
- Serving as an election clerk during Early Voting

Qualifications:

- High School Diploma or GED **required**
- Excellent customer service and communication skills
- Dependable with regular, punctual attendance
- Friendly, professional, and able to work well with the public and fellow employees
- Knowledge of Microsoft Office, including Word, Excel, Outlook, and other basic computer applications. Must be comfortable with data entry and willing to learn the City's utility billing software. Ability to balance a checkbook and handle money accurately
- Strong organizational skills
- Bilingual (English/Spanish) is preferred but not required

Requirements:

The City of Wink is seeking a dependable, honest, and courteous individual who enjoys working with the public and takes pride in providing excellent customer service.

Applications may be picked up and returned to:

City Hall

303 E. Hendricks Blvd.

Wink, Texas 79789

ginaf@wink-tx.com

For additional information, please contact City Hall at **(432) 527-3337** **Position will remain open until filled.**

The City of Wink is an Equal Opportunity Employer.