

**JOB OPPORTUNITY  
ASSISTANT CLERK**

Position Status: Part time/Temporary  
Union position: No  
Pay: \$15 per hour  
Hours per week: 20 to 30 hrs. per week

The City of Granger is currently accepting applications for the position of assistant clerk. This is a part time/temporary position and will range from 20 to 30-hours per week. The position is expected to last 6 months or less from date of hire.

**Work duties consist of but are not limited to:**

Customer service  
conducting financial transactions  
Filing  
Answering telephone  
Use of computer and programs to perform daily tasks  
Mailings  
Travel to make bank deposits and post office to pick up mail  
Scanning documents  
Faxing  
Any other duties as assigned.

**Requirements:**

Ability to communicate well in both oral and written form  
Possess basic computer skills  
Ability to use a cash register  
Must be able to read, speak, and write in English  
Bilingual (Spanish Preferred)  
Able to lift up-to 50-lbs  
Walk, stand, sit, and bend  
Report to work as scheduled.  
Possess a valid Driver's License  
Ability to perform all duties as assigned.

The City of Granger is an equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.