



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

COMMUNITY SERVICES TECHNICIAN # 1199 05/29/13

Under general supervision, non-sworn position performs a variety of technical and clerical work related to law enforcement. Assists the public with civil and/or property complaints, and assists police personnel by handling non-hazardous situations. May perform other duties not requiring Peace Officer status. Requires H.S. Diploma or its equivalent; one year administrative/clerical experience preferably in a law enforcement setting, ability to effectively deal with members of the public; operate standard computer applications; and a Texas Driver's License with good driving record. Must be able to complete basic Community Service Technician training. Applicant must be able to successfully complete a pre-employment drug screen. Starting salary is \$15.62/hour. Position open until filled.