



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Equal Employment Opportunity Employer"

ADMINISTRATIVE TECHNICIAN #1343 04/20/15

Performs general administrative duties for the Director of Public Works and/or other staff members, including typing reports and correspondence, processing bills, and ordering supplies. Maintains Vehicle Maintenance records and inventory control.

Position requires H.S. Diploma or G.E.D. and three years of administrative experience in a related field; have experience with Microsoft Word, Excel, Powerpoint and Publisher. Must be able to use a personal computer, have good oral and written communications skills, have ability to interact well with the general public and be knowledgeable of office practices and the use of common office equipment. Must successfully complete pre-employment drug screen. Starting salary is \$13.67/hour. Applications accepted at City Hall, 205 N. River, Seguin, Texas 78155, 830-401-2473. Deadline for applications will be 5:00 pm on April 29, 2015. www.seguintexas.gov EOE/AA