



It's real.

POSITION VACANCY ANNOUNCEMENT

City of Seguin

"An Affirmative Action/Equal Opportunity Employer"

RECEPTIONIST – Human Resources # 1469

09/30/16

This front-desk position is responsible for greeting the public both in person and over the telephone and performing general clerical duties. Requires ability to: effectively interact with the general public; operate multi-line phone system, properly direct calls, and take accurate messages; operate standard office equipment including copier, calculator, and computer. Typing speed of 30 wpm and Bilingual preferred. Must have a H.S. Diploma or G.E.D. and successfully complete pre-employment drug screen. Starting salary is \$12.03/hour. Applications will be accepted at City Hall, 205 N. River, Seguin, Texas 78155. Position open until filled. AA/EOE