

The City of Waxahachie is accepting applications for an **Administrative Clerk at The Police Department**. This individual is expected to perform a wide range of general office tasks and clerical work in support of the Department; to type, file, process and distribute a variety of documents and correspondence; to answer phones and respond to request for information; and to provide general office support and assistance to the supervisory and management staff.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year general office experience.

Training:

Equivalent to the completion of the twelfth grade.

Hours are 8:00 to 5:00 Monday through Friday.

Salary is \$13.721 Per Hour

Applications are accepted through the Texas Workforce Commission only.

1712 W. Bus 287, Waxahachie, Texas 75165-4707. EOE.