



EMPLOYMENT OPPORTUNITIES

OPEN AS OF: January 19, 2012

Human Resources Department
 Memorial Auditorium
 1300 7th Street, Wichita Falls, TX 76301
 Room 100

EMAIL: hr@wichitafallstx.gov
 PHONE: (940)761-7615
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Job Title	Position Type	Department	Beginning Salary	Ending Salary	Job Closing Date	Additional Information
Administration Clerk	Regular Full Time	Community Rural Health	20,583.42	31,320.64	01/23/2012	<p>The ideal applicant will be computer literate, have exceptional phone skills, and experience working with the public. Individuals with Medical Office Experience Preferred.</p>
<p>The purpose of this position is to provide complex clerical support to a division. This is accomplished by greeting and referring customers and callers, taking messages, answering questions and providing assistance and information, processing requests for services, preparing reports and payment requests, maintaining budget information, and completing related clerical tasks. Additional duties include processing documents, payments and invoices, entering data, maintaining inventories, opening and distributing mail, interacting with customers and vendors, filing, and maintaining department records.</p>						
Animal Control Officer	Regular Full Time	Animal Control	24,516.96	37,302.72	02/02/2012	<p>Basic animal control training. Valid Texas Class C Driver's License. This position requires strong customer service skills working directly with the public. Good Grammar and computer literacy required. Experience with animals preferred but not required. Individual will be required to euthanize animals</p>
<p>The purpose of this position is to patrol the city and investigate animal cruelty and neglect charges and promote compliance with laws and ordinances regulating animal treatment. This is accomplished by identifying violations, issuing warnings and citations, completing animal rescue activities, impounding animals, and controlling the spread of rabies. Other duties include setting traps, picking up deceased animals, inspecting establishments that house or exhibit animals to ensure compliance with humane laws, educating pet owners, and writing reports of activities.</p>						
Clerk	Regular Full Time	MLK	18,318.56	27,874.08	01/20/2012	<p>Pre-employment typing test requiring 30 wpm. Proficient in Excel and Word. Individual should be very customer friendly and willing to go beyond the normal bounds of clerical work and customer service. Individuals will be working directly with a very diverse customer base. Individual should be able to type a minimum of 30 wpm. Excel and Word experience preferred.</p>
<p>The purpose of this position is to provide customer service to callers and visitors to the department. This is accomplished by greeting and referring customers and callers, taking messages, answering questions and providing assistance and basic information, and completing routine clerical tasks. Additional duties include processing documents, opening and distributing mail, contacting customers, filing, and referring customers to other departments.</p>						
Clerk	Temporary Part Time	Kickapoo Airport	8.80 Hr		01/23/2012	<p>Basic office skills preferred. This position would be ideal for a college student or retiree. Ideal candidate needs to be able to work 2 nights a week (3 pm to 7 pm) and one 12 hour shift on the weekend. Willing to work with a college schedule.</p>
<p>The purpose of this position is to provide customer service to callers and visitors to the department. This is accomplished by greeting and referring customers and callers, taking messages, answering questions and providing assistance and basic information, and completing routine clerical tasks. Additional duties include processing documents, opening and distributing mail, contacting customers, filing, and referring customers to other departments.</p>						
Community Service Aide	Regular Full Time	HIV Education Grant	23,127.52	35,193.60	01/23/2012	<p>Requires professional interview skills, experience in assessment, screening and education. Phlebotomy skills and Individual will be working with at risk individuals. Applicants should be Knowledgeable HIV risk behaviours. Applicants must have Texas Drivers License and a minimum of High school diploma.</p>
<p>The purpose of this position is to provide outreach, intake, care and referral services for clients in need of public health assistance. This is accomplished by completing eligibility and notification services, outreach and home visit activities, testing, identifying risks, disbursing education and maintenance materials, providing medications, and completing and updating charts and reports. Other duties include entering data and statistical information, picking up lab results, and completing initial screenings.</p>						
Concession Worker I	Temporary Part Time	MPEC Pool	7.40 Hr		01/30/2012	<p>Must possess both a Wichita County Food Handler's Card and a TABC certification.</p>
<p>This is cashiering and concession operation work at the Multi-Purpose Events Center (MPEC) - Exhibit Hall and Bridwell Agriculture Center. Work involves responsibility for preparation of food in the concession area, collection of monies and concession receipts, operation of a concession stand, service of alcoholic beverages, and participating in the maintenance of the facility. Work responsibilities are explained and employees are expected to carry out assigned duties independently. Work is performed under supervision of the Concession Manager or his designee, and is reviewed through observation and verification of cash reports for results obtained. Performs related work as required.</p>						
Housing Inspector	Regular Full Time	Housing	20,583.42	31,320.64	01/25/2012	<p>Will be expected to complete requirements necessary to obtain a Housing Quality Standard Certification. Must possess or be able to obtain a Texas Class C driver's license. Preemployment keyboarding test (typing speed) with a minimum score of (30). Knowledge of construction and building code compliance required. Excel and Word skills are required.</p>
<p>The purpose of this position is to complete inspections for properties on the Section 8 program. This is accomplished by processing eligibility applications, scheduling and recording inspections, preparing inspection records, analyzing units for rent reasonable data, and ensuring inspections are completed within required time limits. Other duties include maintaining clearance logs, entering inspection and program information, following up tenant files, compiling reports and logs, maintaining vehicles and supplies, and ensuring tools and equipment are in good working order.</p>						



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MPEC Suite Attendant	Temporary Part Time	MPEC Pool	9.68		01/30/2012	<p>This is customer service work at the Multi Purpose Events Center (MPEC). Responsible for providing all suites VIP's with a positive experience during events. Work responsibilities are explained and employees are expected to carry out assigned duties independently. Work is performed under the supervision of the MPEC Food and Beverage Director. Work is reviewed through verbal reports. Performs related work as required.</p> <p>Must possess both a Wichita County food Handler's Permit and TABC Certification.</p>
<p>The purpose of this position is to ensure that trash and debris are collected and deposited. This is accomplished by operating sanitation trucks and vehicles, changing out containers, replacing containers, picking up loose trash and materials, maintaining grounds areas, and cleaning dirty containers. Other duties include working on trim crews, directing dumping and transfer traffic and completing related tasks as assigned.</p>						
Sanitation Equip Operator I	Regular Full Time	Sanitation	21,819.20	33,205.12	01/27/2012	<p>Must possess a valid Texas Class A Driver's License - Endorsement N within 60 days of employment.</p>
Scale Attendant	Regular Full Time	Transfer Station	19,416.80	29,542.24	02/02/2012	<p>Waste screening training. Must have a valid Class "C" TX Driver's License. Individuals should expect to work indoors and outdoors in all types of weather. Basic Clerical skills and computer literacy required.</p>
<p>The purpose of this position is to monitor landfill use, bill and collect for fees, assist in maintaining landfill capacity, recording refuse and organic weights, screen vehicles for authorized use and enforcing codes and ordinances. This is accomplished by collecting and recording use data, directing customers, screening materials, picking up and removing bulky metal objects and other discards, accepting payments, issuing receipts, screening loads and determining whether waste is refuse or organic. Other duties include maintaining the building and grounds, controlling litter, depositing funds, maintaining supplies, and answering phones and responding to inquiries.</p>						
Senior Lab Technician	Regular Full Time	Water Purification	31,984.16	48,665.76	02/03/2012	<p>Must possess a valid Class C Surface Water Certification from TCEQ and be able to obtain a Class B Surface Water Certification within three years of hire date. Must possess a valid Class C Driver's License. Must be able to work different shifts and must be able to share calls on the weekends. This position is subject to being called in to work twenty-four hours a day, seven days a week, in addition to their regularly scheduled work day. Performance will be expected to be at the same standard when reporting to work as a result of a call in that is normally expected during a regularly scheduled work day. College transcripts may be requested. Although we have not marked Resume and Cover letter as required. Each applicant will be required to submit one.</p>
<p>The purpose of this position is to oversee the collection and testing of the characteristics of water and/or wastewater samples. This is accomplished by monitoring the collection and set up of all testing, reviewing policies, procedures and regulations, running regularly scheduled test on samples, recording test data and results, reporting inconsistencies and abnormalities, ensuring all lab equipment, supplies and materials are sufficient and tested. Other duties include maintaining inventories, ordering and receiving materials and supplies, and ensuring safety. This position is expected to regularly work in or around bodies of water greater in depth than 4 feet, which may pose hazard, especially in the absence of swimming ability.</p>						