

**NOTICE OF JOB ANNOUNCEMENT
CITY OF STEPHENVILLE**

POSTING DATE: July 21, 2010

DEPARTMENT: Police

JOB TITLE: Part-Time Data Entry Clerk

SALARY RANGE: \$8.50 per hour

BRIEF DESCRIPTION AND QUALIFICATIONS:

THE CITY OF STEPHENVILLE is accepting applications for a Part-Time Data Entry Clerk for the Police Department. Approximately 20 hrs a week. Applicants must be 18 yrs. or older. Working knowledge of computer data entry required with typing skills of at least 45 wpm. Excellent communication skills, working knowledge of Microsoft office and strict confidentiality required. Provide information to general public and perform routine clerical work. Will be required to pass a background check for security reasons.

CLOSING DATE: Open Until Filled. Position May Close Without Notice.

CONTACT: Applications available at City Hall, 298 W. Washington, Stephenville, Texas 76401 or on-line at www.ci.stephenville.tx.us .