

JOB OPPORTUNITY

RECORDS & ADMINISTRATIVE CLERK

The City of Montgomery is looking for a person to be a part of our administrative team in the City. This person will work under the direction of the City Secretary as the part time records and administrative clerk. Must have excellent oral and written communication skills, prior experience in records management, Word Suite and previous experience working for a municipality. Contact Susan Hensley, City Secretary at Montgomery City Hall, 101 Old Plantersville Road, Montgomery or call 936-597-6434 or apply by email to shensley@ci.montgomery.tx.us. Salary based on qualifications. Open until filled. The city is an Equal Opportunity Employer.