

## **JOB ANNOUNCEMENT**

### **RECEPTIONIST/ADMINISTRATIVE ASSISTANT**

**NEED:** Looking for an outgoing, customer-friendly service-minded person to be a part of the Leon Valley Team! This position is responsible for answering, logging calls, and directing all incoming City calls. Provides general information and assistance to the public; assist with completing police open record request, park rentals, payment processing, performs routine office support functions, including word processing and filing; and performs related duties as assigned.

**REQUIRES:** High School Diploma /GED; valid TX Drivers' License, one (1) year of work experience involving customer service over the phone, personal computer use - working knowledge of Excel.

**APPLY:** City applications or resumes must be filed out and returned to Leon Valley City Hall at 6400 El Verde Rd, Leon Valley, TX 78238, by 5:00 p.m., October 8, 2018.

**STARTING SALARY:** Budgeted for \$15.00 -17.00 per hour  
ADA/EEO/AA . Full benefits to include 100% coverage for Health, Dental and Life Insurance. Retirement through the Texas Municipal Retirement System with a 6% participation and 2:1 match.