



Office: 806-874-2222
cityofhowardwick@windstream.net

245 Rick Husband Blvd.
Howardwick, Texas 79226

TONY CLEMISHIRE, MAYOR

OFFICE ASSISTANT

Entry level position assisting City Secretary, running errands and overseeing daily operation of the City of Howardwick. Candidate will be first one considered to fill City Secretary position if qualified, when the position is open.

Qualifications:

Able to multitask

Proficient in Quickbooks

Willing to learn

Able to follow directions

Able to pass a drug test and background check

Good communication skills

Hours:

Monday - Thursday 9am to 4pm

Events and Meetings as scheduled

Dress Code:

Office Casual

Pay Rate:

Negotiable based on experience