The City of Hooks is seeking to hire a Full-Time City Secretary

The City Secretary will be appointed by the City Council. Is the custodian of official records and public information officer. Provides continuity to the Mayor, City Council, Police Department, Fire Department and Public Works Department. Knowledgeable of city, state and federal laws relating to the position. Provides assistance and information to citizens, council members, board and commission members, and staff. Prepares agendas. Attends and prepares minutes of all meetigns. Conducts and coordinates City elections. Maintains and updates City’s Code of Ordinances. Must stay current on all legislation affecting Cities and must attend required educational seminars. Serves as Public Notary.

Additional Duties include but are not limited to.

* Maintains City Bulletin Board and Website
* Acts as Human Resources Representative
* Processes Official Publications
* Accepts Water Payments
* Processes Payroll
* Responsible for Accounts Payable and Accounts Receivables
* Facilitates and Documents Grant Award Records and Reporting
* Assists with Environmental Reporting
* Works closely with Code Enforcement Officer and City Attorney on Nuisance Abatements

Skills Required

* Accounting Experience
* Proficient with Microsoft Office 365 Suite
* Ability to Multi-task
* Excellent Verbal and Written Communication Skills a Must

Job Type: Full-time, Pay depends on experience

Job Applications available at City Hall, 603 E Ave A, Hooks, Texas, 75561

Or City Website…. <https://www.cityofhooks.org/copy-of-city-of-hooks>