



February 22, 2018

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

PARKS AND RECREATION CITY SPORTS COMPLEX CONCESSION STAND WORKERS

The City of Lufkin is accepting applications for sports complex concession stand workers.

Applications are kept on file until positions are available.

REQUIREMENTS:

- Must be 16 years of age or older
- 16-18 year olds must have written parental/guardian consent
- Must be able to lift items weighing 10 pounds and less
- Ability to walk, stand, bend, stoop

SKILLS:

- Ability to work varied hours including evenings and weekends until 10:30 PM
- Experience with concession stand, cooking, food-handling preferred
- Must be able to balance a cash drawer and make change

This is a part time position. There are no guaranteed number of hours or days for this position. Employees are assigned shifts as needed.

Pay: \$8.00 per hour

A questionnaire must be completed and submitted with application.

Submit completed applications and questionnaires to Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901

**FAX 936-633-0408, email: ljohnson@cityoflufkin.com
Visit our website, www.cityoflufkin.com for forms or contact Human Resources at the above information or call 936-633-0228.**

**PARKS & RECREATION
CONCESSION STAND WORKERS**

NAME _____ **DATE** _____

Concession Stand Worker

1. Do you have experience working in a concession stand? _____
Explain _____

2. Do you have experience cooking or handling food? _____
Explain _____

3. Do you have experience running a cash register and handling cash payments? _____
Explain _____

4. Is there anything that would keep you from working any of the following hours: Monday through Thursday nights between 5:30pm and 10:30pm, Saturdays and Sundays between 9:00am and 4:00pm? _____

Explain _____

5. This position may require some lifting of items under 10 pounds. Do you have any issues that may prevent lifting? _____

September 06, 2018



*****VACANCY POSTING*****

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MAINTENANCE WORKER

Ellen Trout Zoo

DUTIES:

- Grounds maintenance
- Gardening/landscaping
- Building maintenance and construction
- Plumbing and minor electrical repair
- Preventative maintenance to vehicles and equipment
- Pest control and janitorial duties

QUALIFICATIONS:

- High School Diploma/GED
- A valid Texas driver's license is required at time of placement
- Must be able to perform strenuous physical labor including heavy lifting
- Must have experience using hand and power tools and lawn equipment
- Must be able to operate backhoes and forklifts
- Six (6) months experience working in maintenance and/or landscape trades
- Must be able to work around animals along with snakes and spiders
- Must be able to work holidays and weekends
- Ability to understand and follow simple oral and written instructions

Pay Range: \$10.51- \$11.03 per hour

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

Pay depending on qualifications and experience

Non- exempt for overtime

Work Schedule/Days: Monday-Friday

Work Schedule/Hours: 40 Hours

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application.

This position is an essential service position, and will be required to provide services during emergency situations.

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904

NAME _____ DATE _____

MAINTENANCE WORKER/ ELLEN TROUT ZOO

1. Do you have experience with plants, landscaping, grounds keeping? _____
Explain. _____

2. Do you have experience doing maintenance work, to include light plumbing, building maintenance, concrete, painting, equipment maintenance, fence repair, changing sprinkler heads, etc? _____ Describe experience.

3. Describe the landscaping equipment you have experience with? (Mowers, tractors, weed eaters, etc.) _____

4. Do you have experience operating equipment like backhoes and forklifts? _____ Describe that experience.

5. Is there anything that would prevent you from working weekends and holidays?

6. Can you work around animals including spiders and snakes?

September 25, 2018



***** VACANCY POSTING *****
POLICE DEPARTMENT
COMMUNICATIONS OPERATORS
(5) PART-TIME POSITIONS AVAILABLE

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REQUIREMENTS:

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Hearing range of 30 or more decibels and frequency range of 250-3000 hertz.
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts

QUALIFICATIONS:

- High school diploma/GED
- Experience as a current or recent TCOLE licensed telecommunications operator.
- Applicants are required to successfully complete a pre-employment interview.
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.

PREFERENCES:

- Currently employed as a communications operator with a Texas law enforcement agency.

These are part time positions without benefits. Hours will not exceed 25 per week.

Starting pay: \$16.07 per hour
Closing Date: Open Until Filled
Schedule: Varies
Schedule Hours: 12 hrs shifts

**This position is an essential service position,
and will be required to provide services 24/7,
including weekends, holidays and during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd
Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com
or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME _____

DATE: _____

COMMUNICATIONS OPERATOR/POLICE

1. Do you have dispatch experience? _____ If so, where did you obtain that experience?

2. Do you have experience working in law enforcement, in a hospital setting, as a firefighter/EMT, etc.? _____ If so, list your experience. _____

3. Do you have computer experience? _____ If so, list your experience.

4. Can you pass an extensive background investigation? _____

5. This position requires that a person be able to multi task. You must be able to answer the phone, dispatch firefighters and police officers and enter call information in computer at the same time. Describe a job you have possessed that required you to multi task.

6. Our Communication Operators work shift work, and at times are asked to come in early, stay late and work on their days off. They also work 12 hour shifts, weekends, holidays, days and evenings. This requires someone that is very flexible in their work hours. Will you be able to work the shifts as described above? _____

7. Explain why you would like to be a Communications Operator, and what you believe the job entails. _____



December 28, 2018

*****VACANCY POSTING*****
POLICE DEPARTMENT
CLERK JOURNEYMAN

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

DUTIES INCLUDE:

- Responsible for maintaining the records of the Police Department
- Assists in ordering and maintains inventory of office supplies.
- Receives, secures and balances all fees required through daily transactions

REQUIREMENTS:

- High School Diploma/GED
- Good communication and public relation skills
- Proficient in Microsoft and Excel
- Type 35 words per minute (**Typing test at Workforce Solutions required with application.**)
- Subject to background investigation and polygraph

This is a full-time position with benefits.

Starting Pay: \$11.34 - \$11.91 per hour

Employees are required to contribute 7% (pre-tax) to the Retirement fund through payroll deduction

Non-exempt for overtime

Work Schedule/Days: Monday – Friday

Work Schedule/Hours: 8:00AM – 5:00PM

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application.

This position is an essential service position, and will be required to Provide service during emergency situations

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME _____ DATE: _____

CLERK JOURNEYMAN-POLICE DEPARTMENT

1. Where and what type of clerical experience do you have?

2. Where and what kind of experience have you had working with the public?

3. How have you dealt with difficult customers who may be rude, angry or confused? How do you cope working in an environment where you periodically deal with these type of people?

4. How have you/do you deal with confidential information? _____

5. List jobs you have had where you dealt with money. What type of limits on overages/shortages have you dealt with in the past successfully?



January 14, 2018

*****VACANCY *****
MUNICIPAL COURT
Part-time Warrant Officer

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

DUTIES INCLUDE:

- Service of arrest warrants
- Assists with Municipal Court procedures
- Assists with the arraignment of prisoners

QUALIFICATIONS:

- High School Diploma or GED
- Valid Texas Driver's License
- State of Texas Licensed Peace Officer
- Minimum of two years' experience in a general office setting using business English, spelling and drafting of documents
- Proficient in Microsoft Word and Excel
- Knowledge of Penal and Traffic Codes and the limitations and provisions of both
- Knowledge of State and Federal Law and City Ordinances
- Knowledge of and conforming to all manuals, rules and regulations, general orders, special orders, procedures policies, publications and instructions as prescribed and provided by the Lufkin Municipal Court and City of Lufkin
- Knowledge and skills necessary to utilize all equipment required to carry out duties

Salary: \$16.75 Per Hour – Nonexempt From Overtime

Work Schedule Days: Flexible

Work Schedule Hours: 20 hours per week

Closing Date: Open Until Filled

Questionnaire must be completed and submitted with application

This position is an essential service position, and will be required to provide services during emergency situations.

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NAME: _____

DATE: _____

MUNICIPAL COURT PART-TIME WARRANT OFFICER

1. Do you have experience in serving arrest warrants? _____
If yes, describe your experience; where you gained the experience, how many years' experience.

2. Describe your experience in court room proceedings.

3. Describe your experience dealing with prisoners.

4. Describe your computer software experience and where you obtained your experience. _____

5. Describe your data entry experience.

6. Describe a situation/job that required you to maintain confidentiality.

7. Describe your experience in dealing with difficult people? _____

January 18, 2019



VACANCY POSTING Library Clerk Entry Level – Full-Time

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERAN STATUS.

DUTIES INCLUDE:

- Assists patrons with materials check-out, registrations & fines/fees resolution
- Collects fines/fees using ILS computer and operates cash register
- Answers multi-line phone
- Assists patrons with various software, databases & materials selection
- Assists with programming, promotions, outreach and computer classes
- Shelves, shifts and straightens materials

QUALIFICATIONS:

- Familiar with Computers, Internet, Microsoft Word, Excel & Power Point
- Ability to stand for long periods of time, stooping, bending, lifting and pushing a book cart
- High School Diploma/GED
- Ability to interact positively with the public and fellow employees
- Excellent professional oral communication skills

Pay Range: \$10.31 - \$10.82

Non-exempt for overtime

Work Schedule/Days: Varies

Work Schedule/Hours: 40 hours per week

Employees are required to contribute 7% (pre-tax) to the retirement fund

Through payroll deduction

Closed: Open Until Filled

**Questionnaire must be completed and submitted with application.
This position is an essential service position, and will be required to
provide services during emergency situations.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd
Suite 226, Lufkin, TX 75901, FAX 936-633-0408, jljohnson@cityoflufkin.com
or visit our website, www.cityoflufkin.com.

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904.

NAME: _____

DATE: _____

LIBRARY CLERK – ENTRY LEVEL

1. Describe your computer experience including programs you have used and where you gained your experience.

2. This position requires repetitive bending, stooping, squatting and lifting. Shelving requires lifting books up to 25 lbs and pushing book-trucks up to 250 lbs. Will you be able to physically perform these duties? _____

3. Describe your experience working directly with the public. _____

4. Describe your work experience handling money. _____

5. Can you work Saturdays and evenings? _____

6. Are you related to anyone affiliated with the City of Lufkin? _____

If yes, explain how. _____



January 23, 2019

**** VACANCY REPOSTING****

**PARKS AND RECREATION
RECREATION SPECIALIST**

IT IS THE POLICY OF THE CITY OF LUFKIN TO PROVIDE EQUAL EMPLOYMENT OPPORTUNITY TO ALL INDIVIDUALS WITHOUT REGARD TO RACE, COLOR, RELIGION, MARITAL STATUS, AGE, SEX, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

MAJOR DUTIES:

- Supervises sporting events for the City's Parks and Recreation Department
- Schedules league events and tournaments
- Provides support for officials
- Supervises players, scorekeepers and spectators as needed
- Supervises concession staff
- Maintains supplies for all concession locations
- Responsible for nightly concession deposits
- Works special events as needed

REQUIREMENTS:

- Ability to work with the public in a tactful manner
- Flexible work schedule to meet the needs of sporting events
- Attend coaches and board meetings
- Good Knowledge of city policies, sports handbook league rules
- Ability to layout playing fields and courts

QUALIFICATIONS:

- High School Diploma or GED
- Experience in management and supervision
- Valid Texas Driver's License at the time of hire
- Ability to pass a background check to work with children and adults

Starting Salary: \$31,404.32 annually

Exempt for Overtime

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

Work Schedule/Days: Varies

Work Schedule/Hours: 40 hours per week

Closes: Open Until Filled

Questionnaire must be completed and submitted with application.

Interested parties may contact the Human Resources Department at Lufkin City Hall, 300 E. Shepherd Ave., Suite 226, Lufkin, TX 75901, call 936-633-0228, FAX 936-633-0408, visit our website, www.cityoflufkin.com or email ljohnson@cityoflufkin.com. You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX 75904

NAME _____

DATE _____

RECREATION SPECIALIST– PARKS AND RECREATION

1. Describe your experience with scheduling, score keeping and reading brackets for both softball and basketball? _____

2. Describe your experience in supervising others.

3. This position requires excellent communication and public relations skills to interact with players, coaches, fans and umpires. List your experience with such situations. _____

4. Are you familiar with the rules of baseball, basketball, soccer, kickball and other related sports? Where did you obtain your knowledge of these sports? _____

5. Are you willing to work nights and weekends? _____

6. Do you have experience making cash deposits? _____ Describe your experience with cash deposits.



January 29, 2019

***** VACANCY POSTING *****

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**Louisiana Pine Snake Specialist
ELLEN TROUT ZOO**

Duties include:

- Responsible for the overall daily care of Louisiana Pine Snakes, collections, enclosures and support facilities in order to promote animal well-being, animal propagation, conservation and safety
- Prepares diets, feeds, water and medicates Louisiana Pine Snakes
- Cleans ,disinfects, inspects, maintains and repairs enclosures and work areas
- Provides proper environmental conditions for animals in enclosures
- Ability to maintain accurate records and write meaningful reports, using proper spelling and grammar, from accumulated data
- Ability to work independently and use initiative in day to day work
- Ability to communicate effectively and read, understand and follow written and oral instructions
- Be flexible and adaptable to working within the framework of a small zoo
- Have a respect for animals with a professional attitude about the work
- Work as a team member for the benefit of the animals
- Requires standing, stooping, sitting, twisting, walking and lifting of feed sacks and hay bales (minimum of 25-70 pounds)

Requirements:

- Strong interest in herpetology some academic training preferred
- Experience working with reptiles particularly snakes
- Valid Texas driver's license at time of placement.

This position normally involves work on weekends and holidays, and is an essential service position where the incumbent will be required to provide services during emergency situations.

Starting Pay: \$9.65 per hour

Employees are required to contribute 7% (pre-tax) to the retirement fund through payroll deduction.

Non-exempt for overtime

Scheduled Work Days: Varies/includes Saturdays

Scheduled Work Hours: 32 Hours per week

Closing Date: Open Until Filled

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, ljohnson@cityoflufkin.com