





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](mailto:ljohnson@cityoflufkin.com)  
Visit our website, [www.cityoflufkin.com](http://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? \_\_\_\_\_**



July 24, 2018

**\*\*\* VACANCY POSTING \*\*\***

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.

**ASSISTANT COLLECTION MANAGER  
ELLEN TROUT ZOO**

Duties include:

- Working supervisory position involving husbandry expertise, personnel training and supervising keeper staff
- Exhibit design and maintenance
- Diet preparation
- Responsible for the daily husbandry of a variety of animals
- Ability to continue learning and developing animal management skills
- Maintain detailed record keeping for housekeeping
- Developing husbandry protocols/techniques
- Support the guest experience
- Scheduling, problem solving, insure safe work practices
- Work as a team member for the benefit of the animals
- Ability to work independently
- Requires standing, stooping, sitting, twisting, walking and lifting of feed sacks and hay bales (25-70 pounds)

Requirements:

- Bachelor's Degree in biology, science or a related field
- Thorough knowledge and understanding of the biology and natural history of husbandry practices
- Valid driver's license at time of placement.
- Must be energetic, self-motivated, demonstrate good written and oral communication and organizational skills

**Starting Salary: \$29,284.78 annually, depending on qualifications**

**Exempt For Overtime**

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

**Schedule/Days: 40 hours per week/Varies/Includes Weekends and Holidays**

**Schedule/Hours: 8:00 AM – 5:00 PM**

**Closing Date: Open Until Filled**

**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 Lufkin City Hall, 300 E. Shepherd Suite 226, Lufkin, TX 75901, FAX 936-633-0408, call 936-633-0228, [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

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



August 21, 2018

**\*\*\*VACANCY POSTING \*\*\***  
**MUNICIPAL COURT DEPUTY CLERK**

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:**

- Prepare complaints/administer oath to person filing complaints before court
- Process traffic, parking, state law, City ordinance, Class C citations, summons and warrants at the direction of the judge
- Process traffic citations including contacting officers for information and generating notice of appearance or summons
- Maintain accurate records for the court, including dockets, and all related files
- Schedule cases and appointment for defendants
- Process cases appealed to the County Court
- Perform various administrative duties including filing, mailings, reports, videos, faxing, copying and other clerical tasks
- Assist defendants including processing payments, preparing and explaining paperwork, whether in person or on the phone
- Attend any and all training as directed by the judge and/or supervisor

**QUALIFICATIONS:**

- High School Diploma or GED
- Minimum of one year experience in clerical and general office practices and procedures in an office setting
- Proficient in the use of computers using Microsoft Word and Excel
- Ability to retrieve information from files and/or computer system with 99% efficiency within ten minutes.
- Ability to perform under threatening, stressful conditions
- Must type 50 wpm (Typing test at Workforce Solutions required with application.)

Questionnaire must be completed and submitted with application.

**Pay Range: \$11.01- \$11.56 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: 8:00 AM – 5:00 PM**

**Closing Date: Open Until Filled**

**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 Lufkin, TX75901, FAX 936-633-0408, [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**DEPUTY CLERK 102**

1. Give two examples of your ability to multi task. \_\_\_\_\_

---

---

---

---

2. Are you a detail oriented person? \_\_\_\_\_

If so give an example. \_\_\_\_\_

---

---

---

---

---

3. Describe your customer service experience. \_\_\_\_\_

---

---

---

---

---

4. Describe your computer software experience and where you obtained your experience. \_\_\_\_\_

---

---

---

5. Describe your data entry experience.

---

---

---

6. Describe your experience in using Microsoft Outlook?

---

---

---

---

7. Do you have experience answering multi-line phones? \_\_\_\_\_  
How many lines and the approximate number of calls per day?

---

---

---

8. What is your experience with setting up meetings and taking minutes?

---

---

---

---

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

---

---

---

---

---

10. Describe your experience handling money and dealing with numbers?

---

---

---

---

---

11. Describe your experience in dealing with difficult people?

---

---

---

---

September 5, 2018



## **Civil Service Testing Announcement Firefighter Entrance Examination**

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, SEX, AGE, NATIONAL ORIGIN, HANDICAP OR VETERANS STATUS.

The City of Lufkin, Texas will be administering an entrance examination for Civil Service Firefighter at 9:00 a.m. on Friday, November 9, 2018.

The location of this examination will be at the Pitser Garrison Convention Center, 601 N. Second St., Lufkin, Texas, 75901.

No late arrivals will be allowed to enter.

All individuals who are interested in taking the entrance exam for possible employment with the City of Lufkin Fire Department **must complete a City of Lufkin Personal Information form** which is available at [www.cityoflufkin.com](http://www.cityoflufkin.com) and City of Lufkin Human Resources Dept., 300 E. Shepherd St., Room 226, Lufkin, Texas 75901. Completed forms must be received by **5:00 PM, October 19, 2018 by** Email: [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com), mail: P.O. Drawer 190, Lufkin, Texas 75902-0190 or in the Human Resources Department of the City of Lufkin.

You must present a valid driver's license at the time of the test.

Applicants must be 20 years of age, having not reached their 36<sup>th</sup> birthday to take the test and be hired.

Individuals who have served in the military and desire to have an additional five (5) points added to their passing score (70), must provide proof that they have an honorable discharge from active duty service of 180 days or more in the United States armed forces. Applicants must submit a copy of their DD214 that states "honorable discharge" from Active Duty service along with their City of Lufkin Personal Information form by 5:00 PM, October 19, 2018.

### REQUIRED AT THE TIME OF HIRE:

- Shall be certified as a basic firefighter by the Texas Commission on Fire Protection, and minimum of Basic Emergency Medical Technician by the Texas Department of State Health Services
- High School diploma or equivalent
- Must be able to pass a polygraph test, department interview, drug screen, and psychological evaluation

**Starting pay rate: \$44,242.97 annually**

The results of this examination will establish an eligibility list which will remain in effect for twelve months, or until such time as the list is exhausted.

Applicants scoring 70 or above on the examination should be prepared to participate in a physical agility test. Bring appropriate clothing for the agility testing (shorts, tennis shoes, t-shirt, etc.). Physical agility requirements available at [www.cityoflufkin.com](http://www.cityoflufkin.com)> Fire Dept.> Employment.

Posted: September 5, 2018  
Brittany Semien  
Human Resource Assistant  
City of Lufkin, TX



**City of Lufkin  
Personal Information Form  
Civil Service Examination  
FIRE**

---

**DATE**

---

**LAST NAME**

**FIRST NAME**

**MI**

---

**STREET ADDRESS**

**CITY**

**STATE**

**ZIP CODE**

---

**E-MAIL ADDRESS**

**\*SEX:  MALE  FEMALE**

---

**HOME/CELL PHONE**

**\*DATE OF BIRTH**

**AGE ON THE TEST DATE**

**Must be 20 - 35 yrs. of age**

---

**SOCIAL SECURITY NUMBER**

**DRIVER'S LICENSE/STATE/NUMBER**

**\*ETHNIC CODE:**

**BLACK**

**AMERICAN INDIAN**

**ASIAN/PACIFIC ISLANDERS**

**HISPANIC**

**WHITE**

**OTHER**

**TCFP CERTIFIED:**

**YES**  **NO**

**DSHS CERTIFICATION LEVEL:**

**NONE**  **EMT-B**  **EMT-I**  **EMT-P**

**MILITARY SERVICE:**

**YES**  **NO**

**HONORABLE DISCHARGE:**

**YES**  **NO**  **N/A**

---

**SIGNATURE (DO NOT PRINT)**

**Please return completed form to [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com) or  
hand deliver to 300 E. Shepherd, Lufkin, TX 75901**

**\*Race, age and sex is required background data solely to monitor test results for protected groups.**



September 06, 2018

**\*\*\* VACANCY POSTING \*\*\***  
**POLICE DEPARTMENT**  
**COMMUNICATIONS OPERATORS**  
**(2) POSITIONS AVAILABLE**

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 VETERAN STATUS.

**REQUIREMENTS:**

- Minimum of 18 years of age
- A normal volume speaking voice
- Speak English fluently
- Must have 20/40 eyesight (corrected)
- Unimpaired use of arms, hands, fingers, legs and feet
- Applicant must be able to work different shifts
- Must be able to thrive in a hectic/fast paced atmosphere
- Live within 30 minutes of the Lufkin Police Department

**QUALIFICATIONS:**

- High school diploma/GED
- Type 40 words per minute (corrected). Present typing scores from Workforce Solutions at the time of application.
- Pass an employment physical examination, which includes an audiological (hearing) test. Hearing range of 30 or more decibels, and frequency range of 250-3000 hertz in both ears.
- Must pass 2 state licensing courses and the State Licensing Test for Telecommunications within the first year of employment.
- Candidates are required to successfully pass the Communications Performance test, a polygraph test and complete a background investigation check.

**COMPETITIVE PAY & BENEFITS:**

- Beginning salary of \$35,121.42 annually with ability to increase by 4 yearly steps to \$40,698.74 annually
- Comprehensive Benefits Package (Medical, Prescription, Life, Dental, LTD)
- Texas Municipal Retirement System – 5 year vesting; 20 year retirement at any age; 7% employee contribution; 2 to 1 match; Updated Service Credit.
- Vacation, sick days, Longevity Pay, 11 Paid Holidays.
- \$40 per month cleaning allowance after 6 months employment

All Applications must be submitted to the Human Resources Department  
Closed: Open Until Filled

**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](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://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.

---

---

---

---

---

September 06, 2018



**\*\*\*VACANCY POSTING\*\*\***

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.

**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](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://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 10, 2018



## VACANCY POSTING

### Repost-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: \$10.01 - \$10.51**

**Non-exempt for overtime**

**Work Schedule/Days: Tuesday - Saturday**

**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](mailto:jljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://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? \_\_\_\_\_

September 10, 2018



## VACANCY POSTING Parks & Recreation Director

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.

This is a highly professional position that requires administrative and managerial work, strong leadership and communication skills, and a desire to serve the community. The Director will establish high standards for all aspects of the Parks and Recreation Department and ensure those standards are met. The person that fills this position will understand and appreciate the critical role Parks and Recreation plays in the quality of life residents of the City of Lufkin enjoy.

### DUTIES INCLUDE:

- Selects, trains, and supervises a professional staff of full-time, part-time, seasonal and temporary employees
- Develops and executes an annual budget by providing oversight of all revenues and expenditures. Provides financial reports as requested
- Directs Park staff on the maintenance of a municipal parks system, including: department buildings, athletic fields, parks, several city right-of-ways, and special projects
- Oversees the facilitation of quality youth and adult sports leagues, recreation programs, and special events. Provides participant numbers and program reports on a regular basis
- Regularly attends meetings of the Park Advisory Board and City Council
- Works to attract/host sporting events and tournaments to enhance the image of the department and promote economic development in the city
- Maintain a positive presence in Lufkin through an active public relations campaign. Promote and market the department and maintain community engagement

### QUALIFICATIONS:

- Bachelor's Degree Required
- 5 Years of progressive responsibilities, including supervision and project management
- Valid Driver's License required

**Salary Range: \$60,000 - \$66,000**

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

**Exempt from overtime**

**Normal Work Schedule/Days: Monday – Friday: 8am- 5pm**

**Normal Work Schedule/Hours: 40 Hours**

**Closing Date: Open Until Filled**

**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 Lufkin, TX 75901, FAX 936-633-0408, [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).



September 25, 2018



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

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 VETERAN STATUS.

**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](mailto:ljohnson@cityoflufkin.com)  
or visit our website, [www.cityoflufkin.com](http://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. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



September 25, 2018

**\*\*\* VACANCY POSTING \*\*\***

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.

**ZOO KEEPER  
ELLEN TROUT ZOO**

**Duties include:**

- Responsible for the overall daily care of reptiles including venomous snakes and crocodilians, plants, enclosures and support facilities
- Cleaning, feeding, exhibit upkeep, exhibit associated landscaping, breeding programs
- Record keeping, report writing and other aspects of the professional care of reptiles and mammals.
- Ability to work independently and use initiative
- Maintain accurate records, and write meaningful reports
- 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:**

- Bachelor's Degree in Biology, Science or a combination of education and experience to provide the desired level of proficiency.
- 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 Salary: \$27,098.73 annually**

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

**Exempt for overtime**

**Scheduled Work Days: Varies**

**Scheduled Work Hours: 8:00 AM – 5:00 PM**

**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](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

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

October 01, 2018



**VACANCY POSTING**  
**Library**  
**Part -Time Library Aide**

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, registration & fines/fees resolution
- Collects fines/fees using ILS computer and operates cash register
- Answers multi-line phones
- 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: \$10.01- \$10.51 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: Varies/includes Saturdays**

**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.**

Interested parties may contact the Human Resources Department at City of Lufkin, 300 E. Shepherd Lufkin, TX75901, FAX 936-633-0408, [ljohnson@cityoflufkin.com](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com).

You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

***Library Aide Part-time***

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 evenings and Saturdays? \_\_\_\_\_

October 03, 2018



**\*\*\*VACANCY POSTING\*\*\***

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.

**CITY HALL  
CUSTODIAN**

**Duties Include:**

- **General cleaning of facility including public restrooms, windows and floors**
- **Some grounds maintenance**
- **Basic building maintenance using hand tools**

**Qualifications:**

- **Six months building maintenance experience**
- **Knowledge of the use and maintenance of commercial cleaning machines**
- **Ability to perform moderately strenuous physical labor**
- **Ability to follow written and oral instructions**
- **Ability to communicate effectively with co-workers and the public**
- **High School Diploma or GED.**

**Pay Range: \$10.0119- \$10.5125 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: 11:30 am- 7:30 pm**

**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](mailto:ljohnson@cityoflufkin.com) or visit our website, [www.cityoflufkin.com](http://www.cityoflufkin.com). You may also contact the Workforce Solutions at 210 N. John Redditt Dr., Lufkin, TX75904.

NAME \_\_\_\_\_ DATE \_\_\_\_\_

**CITY HALL CUSTODIAN**

1. Do you have janitorial experience? \_\_\_\_\_ If so, where did you obtain this experience and what were your job duties? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Have you held jobs that required you to do minor building maintenance? \_\_\_\_\_ Explain your job duties. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3. Can you perform strenuous physical labor? \_\_\_\_\_

4. Do you have experience working with the public? \_\_\_\_\_ Explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_