



The following is a listing of City of Lufkin job openings that are currently available. Scroll down for additional information on each job vacancy posting.

Job Title/Department

Closing Date

Parks and Recreation- Concession Stand workers
Fire-Civil Service Entrance Examination
Zoo-Part Time Office Assistant
Library- Full-Time Library Clerk Entry Level
Library- Part-Time Library Aide
Police Department- Fleet Manager and IT Tech
Finance/EMS – Part-Time Accounting Tech.Entry-EMS

Open Until Filled
July 27, 2018
Open Until Filled
Open Until Filled
Open Until Filled
Open Until Filled
July 20, 2018



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? _____

June 19, 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, August 24, 2018. The location of this examination will be at the Pitsner 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 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, July 27, 2018** by Email: 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 36th 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, July 27, 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: \$42,954.34 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> Fire Dept.> Employment.

Posted: June 19, 2018
Brittany Semien
Human Resource Assistant
City of Lufkin, TX

June 25, 2018



***** VACANCY POSTING *****
Ellen Trout Zoo
Part-Time Zoo Office Assistant

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:

- Provides clerical and cashier assistance
- Ability to perform basic arithmetic
- Basic Accounting experience
- Ability to interact positively with public and fellow employees
- Knowledge of business English
- Ability to supervise work of others.

QUALIFICATIONS:

- Familiar with Microsoft Office
- High School Diploma/GED
- Requires standing, stooping, sitting, twisting, and walking and lifting
- One year experience in general office work

Pay Range: \$9.67 per hour
Pay Depending on Qualifications and Experience
Non-exempt for Overtime
Work Schedule/Days: M - F
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 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 _____

PART-TIME OFFICE ASSISTANT/ZOO

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

2. Do you consider yourself a detail-oriented person? _____ List jobs you have held that required you to be detail oriented. _____

3. Do you have experience working directly with the public? _____ If so, list the jobs you've had that required you to work directly with the public? _____

4. What is your typing speed? _____ words per minute.

5. Please list computer software experience? (Ex: Microsoft word, excel, power point, etc.) _____

6. Do you have experience answering multi-line phones? _____ If so, please list where you obtained this experience. _____

7. Describe your experience/skill in working with annual budgets and tracking expenses.

NAME _____ DATE _____

PART-TIME OFFICE ASSISTANT/ZOO

8. Describe your experience in maintaining accounts receivables/payables and payroll duties. _____

9. Do you have supervisory experience? _____
If so, please list where you obtained this experience. _____

10. Do you think you could work around animals including spiders and snakes?

June 26, 2018



VACANCY POSTING

Library Clerk Entry Level – Full-Time

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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 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? _____

June 26, 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 or visit our website, 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? _____

July 6, 2018



****VACANCY POSTING****

Fleet Manager and IT Tech - Police Department

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DUTIES INCLUDE:

- Insure police vehicles and equipment are maintained in proper working order
- Perform vehicle electrical repairs and equipment installation
- Maintain purchase, warranty and repair records
- Liaison between PD, City Garage and private repair facilities
- Perform IT duties according to City IT Dept policy and direction
- Prepare specifications for fleet bidding process

QUALIFICATIONS:

- Knowledge of vehicle mechanical and electrical systems
- Knowledge of police computers, video equip, two-way radio systems and operational software of each
- High School Diploma/GED required, college degree in related field preferred
- Requires standing, stooping, sitting, twisting, walking, lifting, working outside in inclement weather
- Possess valid driver license
- Subject to background investigation and polygraph
- Familiar with Microsoft Office

\$46,000.00 Minimum annual salary

**Additional pay will be considered based on qualifications and experience.
Employees are required to contribute 7% (pre-tax) to the retirement fund
through payroll deduction.**

Exempt From Overtime Work Schedule/Days: M-F

Work Schedule/Hours: 40 Hours per week

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 or visit our website, www.cityoflufkin.com.

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

July 10, 2018



VACANCY POSTING
Part-Time Accounting Technician Entry-EMS

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:

- Answering the phone
- Taking and Posting payments to patient accounts
- Insurance verification
- Records requests
- May be required to assist in the billing process which includes coding and submitting claims electronically or using paper claim forms

QUALIFICATIONS:

- Three years medical billing/coding experience OR An equivalent combination of education and experience
- High School Diploma or GED
- Proficient in Microsoft Word and Excel
- Valid Texas Driver License

Pay Range: \$12.11– \$12.72 per hour

Pay Depending on Qualifications and Experience

Non-exempt for overtime

Work Schedule/Days: Monday-Friday 8:00 AM–2:00 PM

Work Schedule/Hours: 30 Hours per week

Closing Date: July 20, 2018 at 5:00 P.M

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, TX75901, 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, TX75904.

NAME _____ DATE _____

ACCOUNTING TECH- /EMS BILLING

1. List your experience with EMS billing and where you obtained your experience.

2. List the computer programs you are proficient in such as Microsoft Word and Excel. List the number of years of experience you have with each program, and where you obtained your experience. _____

3. List your experience with reconciliation of accounts. _____

4. List your experience with writing reports. _____

5. Are you familiar with Medicare/Medicaid rules and regulations? _____

6. List your experience with customer service. _____

7. Describe a situation/job that required you to maintain a light level of confidentiality. _____

8. Give an example in which you have exercised independent judgment, and made a sound decision. _____

9. Do you have experience with electronic or paper claims filing? _____
Where did you obtain your electronic claims filing experience? _____

