



The City of Harker Heights is currently accepting applications for the position of Assistant City Secretary.

Starting salary is \$49,207.00 annually, \$1,892.58 bi-weekly, \$23.66 per hour.

Job Description:

Performs clerical and administrative tasks requiring knowledge of City Secretary's office; assists in secretarial work for the City Manager and Mayor as needed during absence of Records Management Coordinator; prepares information for Council Meetings to include preparation of council agendas, packets and minutes; attends Election Schools, Texas Municipal Retirement System Schools, and other seminars as required; does related work as required.

Application deadline is September 15, 2017 and may be accepted by one of the following:

Website: www.ci.harker-heights.tx.us

By Fax: 254-953-5670

By mail or in person at City Hall, 305 Miller's Crossing, Harker Heights TX, 76548