

# WE ARE HIRING

## CITY SECRETARY

**Certified Municipal Clerk**  
**Starting at \$100,000 per year**

### BENEFITS

**Retirement** 7%, 2:1 City Match with TMRS

### **Incentives**

- Bilingual in Spanish Pay
- TRMC certification Pay
- Longevity Pay

### **Annual Leave Accruals**

- 13 Paid Holidays
- 96 Hours Vacation
- 96 Hours Sick
- 16 Hours Personal Time

**APPLY TODAY!**

**LAKEWAY-TX.GOV/JOBS**



### REQUIREMENTS

- **Minimum of seven (7) years of municipal City Secretary experience**
- **TRMC certification or enrollment in TMCCP**
- **Notary Public**
- **Must be bondable**

### CONTACT INFORMATION

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