



PART TIME RECREATION CENTER CUSTOMER SERVICE ASSOCIATE

OPENING DATE: August 21, 2023 (Effective 10/01/2023) **CLOSING DATE:** Open until position filled

BEGINNING SALARY: \$15.00 per hour

WORK SCHEDULE: Varied – Evenings & Saturday

MINIMUM REQUIREMENTS

CITIZENSHIP: Must be a United States Citizen by birth or lawfully authorized.

EDUCATION: High School Diploma or equivalent

DRIVING: Must have a valid Texas Driver's License and a good driving record

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMMODATION

CUSTOMER SERVICE ASSOCIATE HIRING PROCESS

The hiring process for the part time customer service associate will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and the drug screen. **We reserve the right not to employ any applicant.**

All applications must be returned with:

1. Copy of Driver's License or Identification Card
2. Copy of Social Security Card
3. Copy of Birth Certificate or Naturalization
4. Authority for Release of Information and Wavier
5. Authorization to Conduct Drug or Alcohol Testing
6. Supplemental Work and Personal History Form
7. Completed DPS Criminal History Form

Application packets are available:

In Person: City of Saginaw Human Resource Office. 333 McLeroy Blvd., Saginaw, TX 76179

Online: www.saginawtx.org

Email: applications@saginawtx.org

Contact #: 817-230-0329

EQUAL OPPORTUNITY EMPLOYMENT

Note: The Immigration Reform and Control Act of 1986 require the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.

NON-TOBACCO USERS PREFERRED, NO SMOKING IN ANY CITY BUILDING OR VEHICLE