

CITY CLERK

(FULL-TIME)

The City of Sweeny is currently seeking applications for full-time entry level office administration. Duties will be divided with City Hall and Police Department. Duties will include but not limited to permit process, working with Microsoft Office, filing, assisting residents with payments, etc. Benefits include retirement, medical, dental, vacation and sick time. Applications can be picked up at City Hall, 102 W. Ashley Wilson Rd. Deadline for applications is noon, August 14<sup>th</sup>, 2015.