

Job Opening

The City of Silsbee has a job opening for the position of “City Clerk”. Experience working with the public, handling a cash drawer, issuing of work orders and permits, and make daily deposits for the city. Must be able to multi-task and ability to cross train. Demonstrate the ability to work independently with various computer applications and systems, including Microsoft word and excel.

The position is 8:00 a.m. to 5:00 p.m., Monday through Friday. Any interested parties Send Application with Resume included to: Silsbee City Hall, ATTN: Brooke Steel, Assistant City Secretary, 1220 Hwy 327 East, Silsbee, Texas 77656. Applications may be obtained at Silsbee City Hall or www.cityofsilsbee.com .

The City of Silsbee is an Equal Opportunity Employer. We do not discriminate based on age, race, gender, sexual orientation, national origin, disability, or any other non-merit factor.