



617 Tenaha Street • P.O. Box 1744
Center, Texas 75935-2855
(936) 598-2941 • Fax (936) 598-2615
www.centertexas.org

NOTICE!

POSITION AVAILABLE

June 3, 2026

The City of Center is recruiting for the following position:

Part-Time Warehouse Clerk

SUMMARY OF DUTIES: Maintains an accurate and current account of all items in the warehouse, controls receiving and disbursements of all items in the inventory, and maintains inventory accounting records in computer. Completion and organization of Work Orders originated from City Hall for Water, Sewer, Street, Maintenance and Parks Departments. Any and all secretarial duties needed by the Public Works and Parks Departments.

REQUIREMENTS: Bilingual preferred, but not required. Valid TX Driver's License, Typing 35 WPM, 10 Key, Good Standing in Employment History.

EDUCATION: High School Diploma or Equivalent

EXPERIENCE: Assisting Customers, Handling Money, Balancing cash drawer and reports, and Receptionist Duties.

SKILLS: Reading, Writing, Basic Math Skills, Ability to assist customers in a friendly and courteous manner. Knowledge of Microsoft Word and Excel a plus.

CLOSING DATE: Until filled

You may go online to download application at

www.centertexas.org

or apply at

617 Tenaha Street, Center, Texas 75935

Anacia Zamora- Human Resources

936-598-2941

THE CITY OF CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.