



**LICENSES AND CERTIFICATES**

Valid Class C Texas drivers' license

**PHYSICAL ABILITIES**

Ability to communicate in the English language both orally and in written form. Ability to establish priorities. Ability to follow oral and written instructions. Ability to develop and maintain a positive working relationship with fellow employees and the general public. Ability to place, answer and refer telephone calls. Ability to produce reports. Ability to use a personal computer for extended periods of time. Ability to sit and/or stand for extended periods of time. Ability to perform data entry with diligent attention to detail. Ability to operate a 10-key calculator by touch. Ability to lift 20 pounds. Ability to deal tactfully with irate persons. Ability to follow standard office practices and procedures.

*The City of Springtown is an Equal Opportunity Employer. In compliance with Disabilities Act (ADA), the City of Springtown will provide reasonable accommodations to qualified individuals with disabilities.*

**I have read and understand the duties and responsibilities of this job description**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date