

The City of El Paso is seeking a qualified candidate for the position of Zoo Medical Center Secretary. The ideal candidate will provide general administrative duties to maintain an organized zoo veterinary office.

Candidate must have a High School diploma or GED, and three (3) years of medical or veterinary office support experience; or certificate of diploma from an accredited course of instruction for medical assistant, veterinary assistant, or veterinary technician and one (1) year medical or veterinary office support experience.

Licenses and Certificates: None.

Salary range: \$12.31 - \$16.78 per hour.

The starting salary is generally at the beginning of the salary range.

Please note: This is an unclassified contract position.

Please note: This position requires the ability to type at the rate of 35 wpm. A typing certificate will be required within 3 days of job offer. Typing credentials that have been completed within the last two years will be accepted from the School Districts, International Business College, University of Texas at El Paso, El Paso Community College, and the Texas Workforce Commission. For your convenience, the City of El Paso, Human Resources Department offers typing exams Monday to Thursday from 9:00 am to 4:00 pm. Typing Certificate must be on a company letterhead, state gross words per minute, net words per minute, and number of errors.

**Interested candidates should visit our website to view detailed job description and to apply on-line. Applicants are encouraged to apply immediately. This position will close when a preset number of qualified applications have been received.**