



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.bedfordtx.gov](http://www.bedfordtx.gov) (817) 952-2100

**Open: January 3, 2012**  
**Closed: When Filled**

**JOB POSTING**  
**CLERK TYPIST**  
**PART TIME – 18 HOURS/WEEK**  
**MONDAY – FRIDAY**  
**\$12.09/HR**

**JOB SUMMARY:**

Provides administrative and clerical support to the Senior Center.

**MINIMUM QUALIFICATIONS:**

- One-year certificate from college or technical school and three to six months related experience and/or training, or equivalent combination of education and experience.
- Valid Texas Driver's License
- Working knowledge of computer software programs such as Microsoft Word, Excel, PowerPoint and other relevant programs.
- Working knowledge of operation of various office equipment (i.e.: printers, fax machines and copiers)
- Keyboarding skills of 45 wpm.

**SKILLS AND EXPERIENCE:**

- Certification in CPR is desired.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to communicate to individual or groups of customers or employees of organization.
- Ability to read and interpret documents and write routine reports and correspondence.
- Must be able to lift and/or move up to 25 pounds.

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge Drive, Bedford, TX, Senior Center, 2819 R.D. Hurt Parkway, Bedford, TX, or online on our web site at [www.bedfordtx.gov](http://www.bedfordtx.gov).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*