

# Texas Boll Weevil Eradication Foundation, Inc.

## Job Announcement



**LRGV-26-02**  
**Field Clerk**

**Location: Raymondville District Office, 1301 Buffalo Drive, Raymondville, TX 78580**

**Opens: April 20, 2026**

**Closes: when filled**

Job Title <b>Field Clerk</b>	Service Location <b>Field Office</b>
FLSA Class <b>Non-Exempt</b>	Job Status <b>Regular</b>
Reports To <b>District Office Management</b>	
Job Type <b>Neither Supervisory or Management</b>	

### Job Summary

Clerical position in the district office that assists district management in supporting the operation of the eradication program and in following the standard operating procedures of Foundation Departments.

### Essential Duties

- Receives telephone calls and greets visitors to answer routine questions.
- Communicates with applicants to explain seasonal jobs, application procedures and required pre-employment screening.
- Processes and distributes incoming and outgoing mail and packages.
- Uses computer software to prepare letters, forms, reports, spreadsheets and documents.
- Creates and maintains district information in electronic files and paper documents to:
  1. Support the operation of the eradication program in the district
  2. Support Foundation standard operating procedures of Accounts Payable, Assessments, Complaint, Computer, Fleet, Human Resources, Inventory, Purchasing and Payroll Departments
  3. Coordinate and track the status of vendors, purchases, petty cash expenditures, shipments and deliveries
  4. Process aerial contactor information for payment
  5. Compile accurate time and attendance information for office personnel and submit it to Payroll Dept for processing
  6. Assist with inventory
- Assists district management with
  1. Maintaining and replenishing required office supplies
  2. Coordinating locations and catering for district meetings
  3. Required reports
  4. Special projects

## **Essential Job Requirements**

### Education/Experience Requirements

- Prefer high school diploma or equivalent.
- Prefer six months clerical experience in an office.
- Require computer software, Microsoft Office, keyboard and 10-key skills experience.

### Abilities Requirements

- Professional attitude and appearance
- Work, interact and communicate with co-workers and third parties in a polite, professional and helpful manner.
- Communicate clearly with supervisor and co-workers using the telephone, e-mail and a two-way radio.
- Apply knowledge of basic computer concepts in using a computer workstation and software used by the Foundation to effectively perform the duties of the job.
- Follow detailed but uninvolved written or oral instructions and use common sense in carrying out those instructions.
- Read, write and speak English language at 12<sup>th</sup> grade level.
- Write legibly to prepare simple correspondences, routine reports, documents, spreadsheets and correspondence.
- Write with knowledge of English grammar, spelling, punctuation and letter style.
- Read, interpret and explain forms, regulations, policies, procedure manuals and other documents.
- Add, subtract, multiply and divide two-digit numbers.
- Perform math operations using the U.S. system of measurement, volume and distance.
- Drive a Foundation vehicle.
- Knowledge to operate office machines and equipment, like computers, typewriters, calculators, printers, copiers, multi-line telephone systems, message machines and fax machines.

### Driving Requirements

- Have and maintain a valid driver's license.
- Be insurable under the Foundation's auto insurance guidelines.

### Special Requirements

- Regular attendance is an essential requirement for this position.
- Maintain confidentiality of Foundation records.
- Detail oriented with exceptional organizational skills.
- Exceptional skills in the use of the software programs, like Microsoft Word, Excel, and Access.
- Ability to perform effectively in an office environment involving a variety of daily transactions.
- Self-motivated with the ability to work independently, accurately and competently to effectively perform the duties of the job.
- Willing and able to work hours longer than normal office hours, which may include evenings, weekends and holidays, as requested by supervisor.

## Physical Requirements

Work involves:

- Performing all duties and job responsibilities of this position in a safe and effective manner.
- Sitting in a normal, seated position at a computer workstation for extended periods of time.
- Using hands to operate a computer workstation.
- Walking, standing, stooping, bending, kneeling and carrying while processing and filing paper documents and storage boxes.
- Medium work involving lifting 50 lbs. maximum, with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Entering and exiting a Foundation vehicle.
- Sitting and driving in a normal, seated position in a vehicle for short periods of time.
- Driving over paved roads from office to vendor locations or to other Foundation offices.
- Ability to adjust focus and capabilities for close vision and distance vision, depth perception and field of vision within normal parameters.
- Hearing ability within normal parameters.

## **Work Environment**

The work environment is an office setting. Hazards in the work environment may involve the following:

- Electrical and mechanical hazards associated with office equipment and machines.
- Work in an office environment where the noise level is normally low.
- Traffic hazards typically encountered when traveling on paved roads.

## **How to apply**

An application is required for all positions.

Current TBWEF employees must submit an updated application along with a résumé or a letter of consideration stating the reasons for seeking the new position and the applicant's qualifications.

All others must complete an application for employment bearing the position title and announcement number. A résumé or letter of consideration should accompany the application. Previously submitted applications are not reviewed when new positions open. If you have submitted an application with the Foundation within a year, you may call the Human Resources Department and request to be considered for another position without completing a new application. Applications may be obtained at any TBWEF office or from the Foundation Web site at [www.txbollweevil.org/Employment/MainJobs.htm](http://www.txbollweevil.org/Employment/MainJobs.htm) and should be returned to Texas Boll Weevil Eradication Foundation Inc., Attn: Human Resources Department, Box 5089, Abilene, TX 79608-5089 or by fax to (325) 672-5034. Inquiries about positions may be sent by e-mail to [jobs@txbollweevil.org](mailto:jobs@txbollweevil.org).

### **AN EQUAL OPPORTUNITY EMPLOYER**

#### *Drug-Free Workplace*

*Pre-employment drug testing required for all applicants*