

The City of Mesquite is seeking hardworking, self-motivated, and responsible applicants to fill the Administrative Clerk positions for the Compost Site.

Work Schedule: **Thursday, Friday and Saturday 8:00 a.m. - 4:00 p.m.**

**The Compost Site is closed on Sundays**

The following details and pictures will help you have a better understanding of the position and help you make a decision to continue with the application process.

- This position is located at the City of Mesquite's Compost Site at the south end of Mesquite off of Lawson Road near I-20.
- This position will work indoor and outdoor in all weather climates.
- This position is responsible for a large amount of cash flow.
- This position has heavy customer service interaction with both City employees and citizens.
- This position is responsible for the upkeep of the office, restroom, breakroom and outside perimeter of the building including sweeping and grounds keeping.

