

JOB ANNOUNCEMENT

ENVIRONMENTAL SERVICES DEPARTMENT

Part-Time Secretary

Job Title: Secretary
Department: Environmental Services
Date: October 19, 2023

Salary Grade: ZG1
FLSA: Part-Time, Non-Exempt

DESCRIPTION OF DUTIES: This position involves receptionist duties; greeting the public, customers, and vendors entering the office; scheduling various services offered by the Department, accepting payments, record keeping, answering telephone calls and inquiries, typing, data entry, filing, proof reading, making copies, and other basic or complex office functions. This work requires the exercise of considerable initiative, independent judgment, and discretion in screening telephone calls, visitors, and in general, handling routine public relations.

MINIMUM REQUIREMENTS: Proof of high school diploma or equivalent (GED). One-year experience working in an office environment, knowledge of computers and electronic data processing; and working knowledge of modern office practices and procedures. Experience using Excel a plus.

SPECIAL QUALIFICATIONS: Must be able to effectively meet and deal with the public. A demonstrated knowledge and use of general office equipment and procedures will be required.

EMPLOYEE BENEFITS: Benefits are not available to part-time personnel.

APPLICATION PROCESS: Please submit applications to the Recycling Center at 2141 Old St. James Road, or apply on-line at www.rollacity.org. This position will remain opened until filled.

EOE/ADA