



ENVIRONMENTAL SERVICES

2141 Old St. James Road

P.O. Box 979

Rolla, Missouri 65402

573-364-6693 Phone

573-364-3648 Fax

EXECUTIVE ASSISTANT, ENVIRONMENTAL SERVICES

The City of Rolla Environmental Services Department is seeking to fill the full-time position of Executive Assistant. Salary range \$32,363 - \$42,860 annually with full benefit package. Benefits include health insurance, LAGERS retirement system, paid leave, paid holidays, etc. The Executive Assistant provides support to the Director in day to day operations. A minimum of two years office experience and knowledge of modern office procedures is required. This is a very busy office; applicant must have the ability to greet and deal with the public on a daily basis, communicate effectively verbally and in writing, handle stressful situations and meet deadlines. The successful candidate will perform a variety of routine and complex clerical and administrative work, answer phone, filing, etc., as well as accounting duties such as collect payments, post charges and payments to customer accounts, prepare accounts payable, monthly invoices and statements, payroll, etc. Good computer skills are required; proficient in Word and Excel is a must. A complete job description and application form is available at the Rolla Recycling Center, 2141 Old St. James Road or visit our web site at www.rollacity.org. Application deadline is 4:00 p.m., November 30, 2021. EOE/ADA