

JOB ANNOUNCEMENT

SECRETARY

Environmental Services Department

GRADE CLASSIFICATION: G8-1
Salary Range: \$12.85 - \$17.03/hour
FLSA: Part-time (20-30 hours a week)

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, preparing deposits, 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 DEADLINE: Applications will be accepted until the position is filled. Anyone interested in this position can pick up an application form and a full job description at the Rolla Recycling Center, 2141 Old St. James Road or visit or website at www.rollacity.org.

**AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS**