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DEPARTMENT OF PUBLIC WORKS

901 North Elm

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JOB ANNOUNCEMENT

ENGINEERING ADMINISTRATIVE ASSISTANT CITY OF ROLLA PUBLIC WORKS DEPARTMENT

Grade Classification: Starting Salary, DOQ
G9 \$28,009.47 - \$37,094.19 Annually

FLSA: Full-Time Non-Exempt

Description of Basic Duties: This is complex secretarial work involving administrative details for a City Department or Division Head. This position involves secretarial work of a highly responsible nature. The nature of the work is both routine and varied. An employee in this class may perform clerical duties and complex office functions. This work requires the exercise of considerable initiative, independent judgment, and discretion in screening calls, visitors and mail; answering and disposing of requests for information; and, in general, handling routine public relations functions. In addition this position processes accounts payable for the department; prepares cost estimates for contractors and current projects and maintains appropriate files.

Education and Experience: The knowledge equivalent of a high school diploma, including or supplemented by courses in typing and office management procedures;

Be familiar with Microsoft Office Suite;

Two to three years of progressively responsible secretarial experience or an equivalent combination of experience and training.

Physical Demands (ADA): The physical demands are contained in the full job description and are representative of those that must be met by an employee to successfully complete the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Application Deadline: Position open until filled. Persons interested in this position should submit an application to Rolla City Hall, Public Works Department, 4th floor, 901 North Elm Street, Rolla, Missouri, 65401. Full Job Description available at City Hall, Public Works Department, 901 North Elm Street, Rolla, Missouri, 65401 or on-line at rollacity.org.

EMPLOYER COMPLIES WITH ALL ADA REQUIREMENTS