



The City of Rusk is hiring a full-time City Secretary. The City Secretary duties include the accurate preparation, documentation and storage of agendas, minutes, resolutions, ordinances and other various city documents, following Secretary of State Guidelines. Manage required advertisements, city elections, and acts as the official custodian of records for the City of Rusk. The City Secretary provides support to the Mayor and City Council. Fluency in the English and Spanish a plus. Go to www.rusktx.org for a complete job description. Resumes may be emailed to cthompson@rusktx.org; mailed or picked up and returned in person to 108 East 5th Street, Rusk TX 75785. Position is open until filled. EEOC