



The City of Rusk is hiring an Administrative Assistant Representative. Performs repetitive secretarial type duties of a specialized nature as well as routine duties pertinent to the position. Under general supervision, provides a broad range of professional, technical, and administrative support. Proficient in all Microsoft products. Prepares various routine and specialized documents and correspondence. Performs work of standard professional difficulty, assisting in routine aspects of research and analysis for statistical data reports. Position requires constant contact with the public in situations that will require the use of tact, diplomacy, and good judgment. Performs other duties as assigned. Fluency in the English and Spanish a plus. Applicant must be 21 years of age. Go to www.rusktx.org for a complete job description and application. Applications may be emailed to cthompson@rusktx.org; mailed or picked up and returned in person to 108 E 5th Street, Rusk TX 75785. Position is open until filled. EEOC