

## **JOB POSTING**

**Title:** City of Ruston Civil Service Secretary/Chief Examiner

**Compensation:** \$20.00 per hour

**Representation:** Non-Represented

**Status:** Part-time/Non-Benefit

**Closing:** **Open until filled**

### **Description of Essential Functions:**

This position serves as the Secretary and Chief Examiner of the Ruston Civil Service Commission. This is a part-time position, working approximately 3-5 hours per month.

### **Examples of work may include, but are not limited to:**

In addition to acting as Secretary of the Commission, the Secretary shall:

- Keep the records for the Commission.
- Preserve all reports made to the Commission.
- Keep minutes of the Commissioner's meetings, hearings and other activities.
- Be responsible for the correspondence of the Commission.
- Superintend and keep a record of all examinations held under the direction of the Commission.
- Establish and maintain eligibility lists and give notice of examination for renewing or revising said lists.
- Maintain a record of regular and temporary positions.
- Make investigations and reports to the Commission as required.
- Administer oaths, subpoena and require the attendance of witnesses and the production by them of books, documents and accounts pertaining to an investigation or hearing, and cause the deposition of witnesses as provided for in these rules.
- Following approval by the Commission, enter into contracts with one or more Subscription Testing Services.
- Verify that the Subscription Testing Services provide qualified testing resources that are content valid and job related.
- Perform such other duties as the Commission may require.

### **Necessary Knowledge, Skills and Abilities:**

- Communicate effectively both orally and in writing.
- Operate personal computers and office equipment in support of job functions.
- Plan and organize work to meet required deadlines.
- Establish and maintain an effective working relationship with co-workers and the public.
- Ability to work evenings to attend civil service meetings.

### **Minimum Qualifications:**

Any combination of experience, education and training that would provide the level of knowledge, skills, and abilities required to perform the essential functions of the job.

### **Licensing and Other Requirements:**

Must have and maintain a valid Washington State Driver's License.

**Tools and Equipment Used:**

Connection to internet and access to printer is required. Personal computer, with programs including but not limited to Microsoft Outlook, Word, spreadsheets in Excel and specialty software; calculator, phone; and motorized vehicle for travel to meeting site.

**Work Environment/Physical Demands:**

The work is generally performed indoors in an office-like setting and at civil service meetings, currently held at 5219 N Shirley St, Ruston, WA. Occasionally lifting and carrying up to 10 pounds. Must have the ability to see and hear.

This description was prepared to indicate the general nature, kinds of activities, and levels of work difficulty typically required. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and/or qualifications required of employees assigned to this position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or is a logical assignment to the position. Individuals may perform other duties as assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Ruston is an equal opportunity employer and does not discriminate based on disability, race, marital status, gender, religion, age, or national/ethnic origin.*

**This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and the requirements of the job change.**

**To Apply:**

- **Interested parties should download an application from the Employment page of the City's website ([rustonwa.org](http://rustonwa.org)).**
- **Email the completed application to the Town Clerk at [townclerk@rustonwa.org](mailto:townclerk@rustonwa.org).**