

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 6.6.22 DEPARTMENT: Community Services
POSITION TITLE: Administrative Secretary PROGRAM: Community Services

POSITION SUMMARY: Provides principle support for the director and other Central office staff to assure a smooth and continuous operation.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt
LOCATION: St. Francois County

GRADE LEVEL / STEP: Grade V AMOUNT: \$14 to \$16

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday 7:30 - 5:00

QUALIFICATIONS: High School Diploma or GED, and three years experience in working in clerical support. Valid MO Driver's License and Insurance. Good communication skills, excellent computer skills, self-motivated, work well under pressure, and able to handle multiple tasks simultaneously. Strong organization and communication skills, detail orientated and the ability to maintain good attendance.

TARGET DATE FOR EMPLOYMENT: 7.5.22

APPLICATION PERIOD DEADLINE: 6.17.22

BENEFITS:

SUPERVISOR'S NAME: Nicolle Hahn

PERSON MAKING REQUEST: Nicolle Hahn

<u>Nicolle Hahn</u> Program Director's Signature	<u>6.6.22</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
<u>Keri McCroskey</u> Executive Director's Signature	<u>6/6/2022</u> Date	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.