

East Missouri Action Agency, Inc.
P.O. Box308, 403 Parkway Dr.
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 6/29/2021 DEPARTMENT: Head Start

POSITION TITLE: Area Support Assistant PROGRAM: Head Start

POSITION SUMMARY: Primarily responsible for computer entry and computer related duties to enable EMAA to comply with Head Start policies, procedures, and regulations.

ADVERTISE TO: Public Agency Bank Both STATUS: ___ Exempt x Non-Exempt

LOCATION: Farmington, Mid St. Francois Co, Ste. Genevieve Co.

GRADE LEVEL / STEP: Grade IV AMOUNT: \$ \$11.25

CLASSIFICATION: ___ Full-time x Part-year Temporary Emergency

DAYS AND HOURS: Monday - Friday; 40 hours per week

QUALIFICATIONS: Minimum age 18. Must possess high school diploma or GED. Must pass an annual physical and TB test. Must have at least some training or experience with computers. Must possess a valid driver's license, proof of insurance and reliable transportation. Must be able to work around moderate to loud noise. Must be able to lift at least 25 pounds. Must maintain good attendance. Must be able to work a flexible schedule.

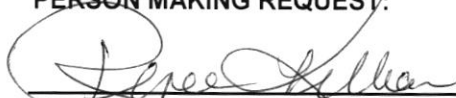
TARGET DATE FOR EMPLOYMENT: 8/5/2021

APPLICATION PERIOD DEADLINE: 7/14/2021

BENEFITS: Available upon completion of successful 90 day trial period.

SUPERVISOR'S NAME: Judy Smith

PERSON MAKING REQUEST: Renee Killian


Program Director's Signature 6-29-21
Date

Approved Disapproved


Executive Director's Signature 6/30/2021
Date

Approved Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box308, 403 Parkway Dr.
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.