

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: 8/3/2022 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  Non-Exempt

LOCATION: Bonne Terre, Iron Co, Washington Co.

GRADE LEVEL / STEP: Grade IV AMOUNT: \$ 12.21

CLASSIFICATION:  Full-time  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: 8/22/2022

APPLICATION PERIOD DEADLINE: 8/10/2022

BENEFITS: Available upon completion of successful 90 day trial period. Medical after 60 days.

SUPERVISOR'S NAME: Hayleigh Davis

PERSON MAKING REQUEST: Courtney Laramore

[Signature] 8-3-2022  Approved  Disapproved  
Program Director's Signature Date

[Signature] 8/3/2022  Approved  Disapproved  
Executive Director's Signature Date

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.