

**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:** 11.8.2022      **DEPARTMENT:** Community Services  
**POSITION TITLE:** EA Tech      **PROGRAM:** Community Services

**POSITION SUMMARY:** To determine client eligibility for the Low Income Energy Assistance Program and other energy assistance programs, which involve the referral of clients to other agency or community resources.

**ADVERTISE TO:**  Public  Agency Banked  Both **STATUS:**  Exempt  Non-Exempt  
**LOCATION:** Cape County

**GRADE LEVEL / STEP:** Grade V      **AMOUNT:** \$14.34

**CLASSIFICATION:**  Full-time  Part-Time  Temporary  Emergency

**DAYS AND HOURS:** Monday - Thursday 7:30 - 5:00 (Friday's as needed during high applications)

**QUALIFICATIONS:** High School Diploma or GED

- Two years of employment in one or more of the following types of work is preferred:
1. Technical or professional work in the fields of social service, social welfare, education, community organization, or related areas, or in business, personnel or public administration involving responsible public contacts.
  2. Responsible for clerical work involving frequent public contacts such as credit interviewer, complaint clerk, receptionist (other than routine routing of office traffic), or related work; responsible persuasive sales work (other than counter sales).  
 Clerical experience involving the technical aspects of application processing.



**TARGET DATE FOR EMPLOYMENT:** 11.28.22

**APPLICATION PERIOD DEADLINE:** 11.18.22

**BENEFITS:**

**SUPERVISOR'S NAME:** Becky Smith

**PERSON MAKING REQUEST:** Becky Smith

	<u>11/8/2022</u>	<u>Approved</u>	<u>Disapproved</u>
Program Director's Signature	Date	Approved	Disapproved
	<u>11/8/2022</u>	<u>Approved</u>	<u>Disapproved</u>
Executive Director's Signature	Date	Approved	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.