

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: 6/1/2021 DEPARTMENT: Housing

POSITION TITLE: Administrative Secretary PROGRAM: Housing

POSITION SUMMARY:

Provides the principle secretarial and administrative support to the Housing Director, Section 8 Program Manager and other Housing staff in order to assure smooth and continous program operations. Supervises office expenditures and Housing department website maintenance. In charge of annual recertification notices to clients and landlords.

ADVERTISE TO: Public Agency Banked Both STATUS: Exempt Non-Exempt

LOCATION: Park Hills

GRADE LEVEL / STEP: V.3 AMOUNT: \$12.16

CLASSIFICATION: Full-time Part-Time Temporary Emergency

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

QUALIFICATIONS:

High school diploma or equivalent. Valid Missouri driver's license and reliable transportation with liability insurance. Must possess excellent skills in the following areas: public relations, communication, computer, organizational, mathematical, typing and filing. Must be proficient in the operation of office machines and equipment. Must be able to lift weights of up to 50 pounds.

TARGET DATE FOR EMPLOYMENT: 6/14/2021

APPLICATION PERIOD DEADLINE: Open until filled

BENEFITS:

All Agency benefits after completing 90 day trial period

SUPERVISOR'S NAME: Rick Hull

PERSON MAKING REQUEST: Rick Hull

William C. Tucker 6/1/2021 Disapproved
Program Director's Signature Date Approved

Kei McCrorey 6/7/2021 Disapproved
Executive Director's Signature Date Approved

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.