

SOUTHWESTERN PA HUMAN SERVICES, INC.

JOB VACANCY NOTICE

POSITION: Secretary 1 (Part-time)
Monessen Family Center

PAY GRADE: 4

WAGE: \$10.35/hr. (as a minimum)

ESSENTIAL FUNCTIONS:

- Serves as the sole office staff person for a field office or the lead office staff person of an agency subdivision, providing primary clerical/office support for a Program Director, or group of Supervisors.
- Processes proofreads all assigned correspondence, reports, charts, proposals, etc., in an accurate and timely fashion; primarily responsible for the accuracy of spelling, format, grammar, mathematical calculations, and the like.
- May serve as the program's initial contact with the public, clients, family members, etc., giving and receiving factual information about the program or services.
- Adheres to all policies, laws, regulations and codes of ethics and confidentiality as outlined by federal and state laws, and agency policies and procedures.

REQUIRED QUALIFICATIONS:

- Must have a minimum of four years' experience or equivalent combination experience and training, as determined by the Agency.
- Knowledge of general office procedures, including interpersonal skills and telephone interaction.
- Demonstrated proficiency on a typewriter and/or computer keyboard, at a minimum speed of 55 words per minute with no more than 3 errors.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearance.
- Ability to communicate with effectiveness and carry out specific instructions.
- Ability to sit for long periods of time during the work day.
- Ability to operate a keyboard and multi-line telephone simultaneously with a high degree of accuracy.

QUALIFIED INDIVIDUALS MUST SUBMIT A LETTER OF INTEREST TO THE SOUTHWESTERN PENNSYLVANIA HUMAN SERVICES, INC., OFFICE OF HUMAN RESOURCES, 300 CHAMBER PLAZA, CHARLEROI, PA 15022-1607, ATTENTION: POSTING#18158-NO LATER THAN JULY 18, 2018.

EQUAL OPPORTUNITY EMPLOYER