

SWPA AREA AGENCY ON AGING, INC.

JOB VACANCY NOTICE

POSITION: Secretary 2-District Operations
Washington, PA

PAY GRADE: 6

WAGE: \$21,177 (as a minimum)

ESSENTIAL FUNCTIONS:

- Serves as the lead office staff person for multiple components of an agency or specialized professional services program(s), providing primary operational support for a group of agency administrators.
- Creates and edits those documents which are necessary for successfully completing assignments, primarily responsible for the overall accuracy of the document and initiation of related processes, procedures and documents.
- Serves as a program/Agency liaison responsible for explanation of program/ Agency services, what is required to render services, carry out policies and direct the individual or group to the appropriate resource(s), internal or external.

QUALIFICATIONS:

- Must have a minimum of five years of experience or equivalent combination experience and training, as determined by the Agency, or three years of experience as a Secretary 1.
- 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.
- Demonstrated ability and skill using Excel, computer software and word processing equipment.
- 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 multiline telephone simultaneously with a high degree of accuracy.
- Must successfully obtain Criminal History Clearance from the PA State Police, Child Abuse Clearance from the PA Department of Human Services and FBI Fingerprint Clearances.
- Must not be excluded from participation in Medicare, Medicaid or any other federal health care programs

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 # 18130-NO LATER THAN AUGUST 8, 2018.

EQUAL OPPORTUNITY EMPLOYER