**Clerical Position**

**Harrell Learning Center (Camden Site)**

**Okefenokee RESA**

**April 22, 2022**

**Title:** Clerical Position, Harrell Learning Center (Camden Site)

**Application Deadline:** Until filled

**Starting Date:** July 2022 (Exact Date TBD)

**Minimum Qualifications:**

* G.E.D. or High School diploma;
* Documented experience in computer literacy, specifically Microsoft Office (Word, Excel and Powerpoint)
* Effective written and verbal communications skills and experience working as key support to multiple personnel
* Ability to work harmoniously with others
* Ability to multi-task

**Preferred Qualifications:**

* Two years successful office experience
* Associates Degree in a related field from an accredited college or university
* Computer skill proficiency

**Reports To:** Camden GNETS Site Director

**General Description of Duties:**

Under general supervision, uses independent judgment and initiative to perform a variety of clerical, office management, and advanced secretarial duties in support of the Program Director. This fast-paced, accountability-driven environment requires an organized individual who is comfortable multitasking and receiving direction from the Harrell Learning Center Director. All tasks completed in an accurate and timely manner.

 **Specific Duties:**

* composing, editing, proofreading, copying and distributing correspondence, reports, and other materials;
* establishing and maintaining, file and record-keeping systems, accurate attendance and child nutrition program records;
* Inventory of office supplies, equipment
* other duties as assigned.

**Salary and Benefits:** full-time position with competitive compensation package

**APPLICATION PROCESS:** Contact For Application:

 Mrs. Haley Livingston, Director HLC

 1215 Bailey St

 Waycross, GA 31501

Phone: 912.285.6191

 Email: hlivingston@okhlc.org

**Okefenokee RESA requires a criminal background check on all employees. An acceptable fingerprint record is required (O.C.G.A. 20-2-211) It is the policy of Okefenokee RESA not to discriminate on the basis of age, gender, race, color, creed, religion, national origin, or disability in its educational programs, activities or employment practices.**