**Youth Service Center Outreach Assistant**

**QUALIFICATIONS:**

* Shall have a working knowledge of computers.
* Shall have demonstrated people skills to indicate ability to function in a team oriented environment.
* Shall have a high school diploma or GED Certificate as required by Kentucky law.
* Shall have two years’ experience in office or secretarial responsibilities involving public contact preferred.

**JOB GOAL:**

To perform a variety of secretarial and clerical duties to assist a designated supervisor and to relieve the supervisor of routine administrative details and general secretarial and clerical tasks.

Starting Date: July 1, 2017

This position is for seven (7) hours per day, 185 contract days.

Beginning compensation is $9.15 per hour.

Application Deadline: May 26, 2017

Contact Mr. Jamie Carnes

Edmonson County Board of Education

270 – 597-2101