



<b>POSITION</b>	<b>LOCATION</b>	<b>PROGRAM</b>
<b>Human Resources Clerk</b>	<b>Corporate Office</b>	<b>Administration/ARRA</b>

**Closes: Open Until Filled**

Full-time ARRA position available providing administrative support in relation to employee benefits. Responsibilities include clerical duties related to health and dental benefits, unemployment, and Family and Medical Leave Act, as well as offering administrative support to staff.

**Qualifications:**

Minimum qualification for this position is a high school diploma/GED, with one to three years of secretarial and administrative experience desirable, or any combination of education, training, and experience that provides the required knowledge, skills and abilities for this position. Must have excellent computer skills. Valid driver's license is required.

**Salary:**

Minimum salary for this position will be \$9.50 per hour, with an excellent benefit package.

**Application Process:**

For immediate consideration you will need to submit a resume and cover letter indicating salary history AND requirements to the address and/or email below; or you may apply in person at the following Community Action locations:

921 Beauty Avenue  
P.O. Box 90014  
Bowling Green, KY 42102

200 East Fourth Street  
Bowling Green, KY 42101

171 Center Street  
Bowling Green, KY 42101

Email Address: [aroution@casoky.org](mailto:aroution@casoky.org)

Website: [www.casoky.org](http://www.casoky.org)

Internal applicants will need to complete an internal application and return it to Central Office.

**EOE**

**M/F/D/V**

**Posted: 04/05/2010**