



COMMUNITY ACTION OF SOUTHERN KENTUCKY INC.

| POSITION | LOCATION | PROGRAM |
|----------------------|-----------------|---------------------------|
| Records Clerk | Warren | Community Services |

Closes: Open Until Filled

Part-time temporary position that includes a flexible work schedule working a variety of hours (20-40 per week). Duties include reviewing heating assistance applications for completeness and accuracy, preparing for payment, and developing billing reports. Limited travel to field offices to provide assistance may be required.

Qualifications:

Minimum qualifications for this position are a high school diploma (or GED), excellent oral communication, computer, and computation skills.

Salary:

Salary for this position will be \$9.00 per hour.

Application Process:

For consideration you will need to submit a resume, with a cover letter indicating salary history and requirements to the address and/or e-mail below or apply in person at the following Community Action locations:

921 Beauty Avenue. PO Box 90014, Bowling Green, KY 42102

200 East Fourth Street, Bowling Green, KY 42101

171 Center Street, Bowling Green, KY 42101

E-mail: aroy@casoky.org

Note: Internal candidates will need to complete an internal application and return to Central Office.

EOE

M/F/D/V

Posted: 9/1/2010