

#19-24 Secretary II
FATS/HM, PT, Oahu

Part time position to provide administrative support to Program Directors and professional staff for the Family & Therapeutic Services Division. Ensures ongoing processes such as billing, data entries, payroll, reports required by contractors are timely completed in accordance with program, division and agency standards.

EDUCATION & WORK REQUIREMENTS: High school diploma supplemented by two (2) business subjects from a business school or community college and at least two (2) years experience in general office work. Must have computer skills with word processing, database and spreadsheet experiences. May occasionally need to be flexible with work schedule, pending the need to deliver services outside the normal work shift. Knowledge of child welfare and mental health program, and social services information system is preferred.

REQUIREMENTS: HI State Criminal Check, National Sex Offender Check, FBI fingerprinting, education verification, valid driver's license, copy of no-fault automobile insurance and access to insured vehicle are required post job offer.

DEADLINE TO APPLY: April 4, 2019