

#21-126 Secretary II
FATS HVS, Part Time, Oahu

The Secretary II provides clerical support to assigned program(s), actively supporting ongoing systems and processes such as intake, billing and recording data, incorporating an extensive knowledge of a wide variety/range of procedures and rules governing the programs. The Secretary II must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Possession of a high school diploma and two (2) business subjects from a business school or community college plus two (2) years work experience in any office environment.

EMPLOYMENT CLEARANCE REQUIREMENTS: TB Clearance, CAN Clearance, FBI Clearance, HI State Criminal Check, Hawaii/National Sex Offender Clearance, Driver's License, Driver's Abstract, No-Fault Insurance Card, Access to Insured Vehicle, Employment History, Education Verification

DEADLINE TO APPLY: November 17, 2021