

#21-130 Secretary II
FATS/CCSS, Full Time, Kona

The Secretary II provides administrative and clerical support to CCSS/VCMU program directors and professional staff, and as needed, to other programs. Ensures ongoing processes such as billing, data entries, payroll, reports required by contractors are timely completed in accordance with program, division and agency standards. The Secretary II will have efficient knowledge of MS Word and EXCEL and be willing to work a non-traditional work schedule. The Secretary II must demonstrate an active commitment to Catholic Charities Hawaii Mission and strive to incorporate the four Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Possession of a High School (HS) diploma and two (2) business subjects from a business school or community college plus two (2) years work experience in an 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, Education Verification

DEADLINE TO APPLY: January 31, 2022