

**#22-84 Dispatcher/Clerk**  
***(Full-time, Oahu)***

The Dispatcher/Clerk is responsible for operating the program's dispatch system, communicating with clients, and performing other clerical duties supportive to the program. The Dispatcher/Clerk must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the four Core Values in all aspects of daily work.

**EDUCATION & WORK REQUIREMENTS:** Must have a high school degree or the equivalent and general office experience.

**EMPLOYMENT CLEARANCE REQUIREMENTS:** HI State Criminal Check, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle and Education Verification.

**DEADLINE TO APPLY: September 15, 2022**