



Action Pathways, Inc.
Job Vacancy Announcement

Title	Type	Date Opened
Program Support Aide I	Part Time/Non Exempt	10/10/2018
Department/Location	Entry	Closing Date
Head Start/Fisher Street	\$11.47 per hr	10/19/2018

Required Education & Experience:

High School Diploma or GED with at least 3 months office experience; or equivalent combination of education and experience.

AA degree in Office Management, Computers, or related field preferred.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record and proof of insurance. Must be able to pass a post offer physical examination.

Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities:

Compiles data and operates computer or typewriter in performance of routine clerical duties to maintain business records and reports, answers phone, and greet and direct customers.

- Uses computer and/or typewriter to compile information and prepare reports, business correspondence, application forms, requisitions, flyers, proposals, and other materials.
- Composes and prepares answers to routine letters.
- Files documents and maintains filing system. Posts information to records as needed.
- Sorts and distributes mail, answers telephone, and performs similar duties.
- Answers questions concerning the organization or department, or refers persons to another source of information. Directs visitors to appropriate person.
- Computes amounts and checks totals on report forms, etc.
- Operates and maintains photocopying and fax machines.

Knowledge:

Applicant must be able to:

- Read and interpret documents such as safety rules, operating and maintenance instructions and manuals.
- Keyboard or type at least 50 words per minute.
- Operate various computer software applications.
- Understand and carry out detailed instructions. Complete tasks correctly and on time.
- Consistently arrive at work and on time.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.actionpathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resources Department.

"An Equal Opportunity Employer"

Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.