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For Internal and External Applicants

VACANCY NOTICE

Equal Employment Opportunity/Drug Free Workplace Employer/ VEVRAA Federal Contractor

JOB TITLE: Case Records Secretary – Part Time

LOCATION: 745 E. Court St; Paris, IL 61944

RATIONALE: The Case Records Secretary has primary responsibility for providing management of consumer records.

DESIRABLE QUALIFICATIONS:

1. High school diploma or equivalent.
2. Three years experience in general office or secretarial field.
3. Experience in Microsoft Office: Word, Excel, Outlook programs
4. Ability to comply with agency and department procedures regarding completion of tasks.
5. Ability to complete assignments requiring attention to detail and follow-up.
6. Good grammar, spelling and punctuation skills.
7. Familiarity with medical, psychiatric and psychological terminology.
8. Ability to work independently and with limited supervision.
9. Ability to relate to various client populations, other staff, and the community at large in a professional manner.
10. Ability to keep client information confidential.

PHYSICAL REQUIREMENTS:

1. Sit, 76-100% of the time.
2. Stand, walk, 11-40% of the time.
3. Climb stairs, stoop, kneel, bend, reach in front of body, 11-40% of the time.
4. Ordinary speech and hearing, 76-100% of the time
5. Visual acuity of 20" or less or 20" or more.
6. Simultaneous use of Hand, Wrist, Fingers, 76-100% of the time.

JOB HAZARDS:

1. Ergonomics: This job may involve repetitive motion and/or keyboard related activities. Ergonomic procedures are required.

HOURS PER WEEK: 20-29.75 hours per week

PRIMARY WORK LOCATION: 745 E Court St.

DATE AVAILABLE: 7/1/2020

HOW TO BECOME AN APPLICANT:

Internal Applicants must submit a letter of interest while this announcement remains posted at <http://www.hrcec.org/index.php/employment-new>

CONTACT: Angela Edmonds, Director of Human Resources
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