



Position Vacancy Announcement

Posted June 8, 2010

www.apalacheecenter.org/PosAvail.htm

www.apalacheecenter.org/Application.pdf

Staff Assistant - #1255

Location

Franklin County Clinic, 159 12th St., Apalachicola, FL 32320

Qualifications

- High school diploma or equivalent.
- Three (3) years of full-time clerical experience.
- Typing score of at least 55 CWPM.

Requirements

- Current and valid driver's license with no more than six (6) points.
- All Apalachee Center, Inc. employees are required to undergo a criminal background check, Department of Motor Vehicles check, employment references check, and drug screening.

Description

- Shift is Monday - Friday, 8:00 a.m. - 5:00 p.m.
- Clerical functions to include typing correspondence, memorandums, forms, reports and confidential information.
- Answering telephone lines for assigned staff.
- Handles various tasks related to maintenance of office systems, records and files.
- May provide supervision to assigned staff.

Benefits

This position is eligible for medical and dental insurances at 80% paid by Apalachee, group life and long-term disability insurances at 100% paid by Apalachee, and profit sharing plan at 100% paid by Apalachee.

Additional benefits available at employee expense are cancer, accident, and short-term disability insurances.

How to Apply

Submit or mail a completed Apalachee Center Employment Application to:

Human Resources Department
2634-J Capital Circle NE
Tallahassee, FL 32308

Faxed applications are not accepted. Resumes, CVs, or other supplemental materials are not accepted in place of a completed Employment Application, but may be submitted in addition to a completed application.

Please notify the Human Resources Department in advance if you require special disability accommodations to participate in the employment process.