

**EMPLOYMENT OPPORTUNITY
FACT SHEET**

POSITION: HEAP Administrative Clerk (Temporary)

LOCATION: Benton Administration Office

HOURS: 8:00am – 4:30pm

FULL-TIME: X

PART-TIME:

APPLICATION DEADLINE: Until Filled

DATE POSITION TO BE FILLED: ASAP

SALARY: \$ 9.17 per Hour

JOB DUTIES:

Answer telephones and distribute mail/messages accordingly.

Assist customers with the completion of HEAP (Home Energy Assistance Program) Applications.

Assess, verify and compile documentation

Determine eligibility of customers per program guidelines and process HEAP Application.

Review client files to insure compliance with funding source and Agency guidelines.

Maintain accurate and complete records.

Data Entry

Clerical Duties

Filing

Other duties as assigned

EDUCATION REQUIREMENTS: Prefer one-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience preferred.

EXPERIENCE NEEDED: Excellent customer service, telephone and computer skills required. Ability to handle; sensitive/confidential information and work in a fast paced environment. Experience in data entry and demonstrate excellent time management and organizational skills.

OTHER REQUIREMENTS: Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 10 pounds.

DATE OF NOTICE: 11/29/17

Remove after: 12/09/17

“EQUAL OPPORTUNITY EMPLOYER”

Central Arkansas Development Council

To download Employment Application go to www.cadc.com or for more information call 501-315-1121