



# Job Announcement

## Administrative Clerk

- **The final filing date is: February 7, 2012 at 5:00pm**

### **Description:**

This position performs a variety of intermediate clerical and data entry tasks in support of the Administrative and Technology Team personnel. Includes confidential filing, word processing, record keeping, and file maintenance. Functions as back up administrative support to the Human Resources Specialist.

### **Required Education or Experience:**

- High School Level Education
- 2-3 years of progressively responsible experience
- Typing speed of 50wpm net

### **Desired Additional Qualifications:**

- Administrative or Secretarial certification highly desirable
- Notary
- Advanced MS Office Skills & Access Skills

### **Schedule:**

- Part-time with potential to transition to full-time

### **Salary:**

- The annual full-time salary range is \$31,200 to \$46,155

### **Hiring & Selection Process:**

#### **Step One:**

If you are interested in applying please fill out one of our online applications via the **link:** <https://www.govjobstoday.com/jobs/JobAnnouncement.aspx?jid=1446>

#### **Step Two:**

Please submit a 3rd party in-person typing test to Heather Facer at [hfacer@norcom.org](mailto:hfacer@norcom.org), stating that you can type over a NET speed of 50wpm.

#### **Step Three:**

Those candidates whose experience and qualifications most closely fit the requirements of this position will be invited to participate in the selection process. This process will be conducted by using any combination of the following assessment tools:

- Skills Assessment
- Work Styles Assessment
- Structured Interview

NORCOM is an Equal Opportunity Employer and encourages applications from all persons without regard to race, creed, color, national origin, religion, gender, age, marital status, disability, sexual orientation or veteran status. NORCOM provides reasonable accommodation to its employees and the public with disabilities, including disabled veterans. For more information, please contact NORCOM Human Resources.

**NOTE: A criminal background check will be conducted on all successful candidates prior to their being appointed to the position.**