

Processor – Pro Action of Steuben and Yates, Inc. is accepting applications for the full time position of Processor, based at the Steuben County Department of Social Services.

Responsibilities of the Processor position include clerical duties and customer relations. This position requires experience with computer technology and proficiency in data entry.

Qualifications for this 37.5 hour per week position include an Associate Degree or a High School diploma with two years of related work experience.

To apply, please submit a letter of interest, resume and completed [employment application](#) to: Human Resources – Pro Action of Steuben and Yates, Inc. 117 E. Steuben St. Bath, NY 14810 or email to: Jobs@proactioninc.org EOE.