

**Scanner** – Pro Action is accepting applications for the full time position of Scanner, which is based at the Steuben County Office Building in Bath.

Responsibilities of the Scanner include scanning back-up information for eligibility based programs and performing additional administrative duties as assigned.

Applicants must have a High School diploma and experience in computer technology. Proficiency in data entry and strong organizational skills are required.

To apply for this 37.5 hour per week position, 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](mailto:Jobs@proactioninc.org) EOE.