

Clerk-Typist – Steuben County:

Pro Action is seeking applicants for a full time **Clerk-Typist** position at the Steuben County Office Building.

The **Clerk-Typist** is responsible for answering and transferring calls, taking messages, receiving and distributing mail, preparing outgoing mail and typing, preparing and mailing various types of correspondence in a timely manner.

A high school diploma and three years of related work experience is required. Must have typing and computer technology skills and be organized and efficient. Consistent and reliable transportation is required.

This position is 37.5 hours per week with benefits. 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.