

HEART OF TEXAS REGION MENTAL HEALTH MENTAL RETARDATION CENTER

POSITION VACANCY NOTICE

DATE POSTED: 6/24/10

IN-HOUSE, WORKING TITLE: Administrative Tech
POSITION NUMBER: 1603
FULL-TIME/PART-TIME/HOURLY: Full-Time
SALARY: ANNUAL/BI-WEEKLY: \$18,540; \$8.91 per hour
TODAY'S DATE: 6-23-10
DATE POSITION AVAILABLE: 7-1-10
WORK LOCATION ADDRESS: 1200 Clifton 12th St., Waco
HOURS OF WORK: 8:00 am to 5:00 pm; M-F

WORK EXPERIENCE AND KNOWLEDGE REQUIRED: Performs specialized administrative and clerical support work including some direct client contact unique to a particular functional area / program within the agency. Work involves the application of advanced knowledge and independent judgment in the implementation, application, and monitoring of complex rules and standards and the assurance of compliance with them.

ESSENTIAL JOB FUNCTIONS:

Individual will provide clerical support for the PATH Program. Will provide full administrative support for program including data entry and filing, assisting in contractual reports and record keeping, answering phones, scheduling, vouchering, etc. Some travel will be required. Must be able to perform skills necessary for CPR and PMAB certification. Must be able to stoop, bend, and lift up to 30 pounds.

MINIMUM EDUCATION REQUIRED:

Position requires graduation from an accredited high School or GED. *1 year related work experience required.*

LICENSE OR REGISTRATION REQUIRED:

Must have valid Driver's License and current and continued proof of automobile liability insurance.

INTERVIEW TIME AND PLACE:

INTERVIEWS WILL BE SCHEDULED AFTER A REVIEW OF THE QUALIFICATIONS OF APPLICANTS.

Heart of Texas Region MHMR
110 S. 12th St.
Waco, TX 76701

CONTACT: Tom Thomas for information.
PHONE: 752-3451 Ext. 1424