



JOB ANNOUNCEMENT

JOB TITLE	POSITION NUMBER
General Clerk	
POSTING DATE	DEADLINE DATE
	Until filled
POSITION LOCATION	
Kaleidoscope Day Program Chickamauga, GA 30707	
GENERAL NATURE OF JOB DUTIES	
Under direct supervision, performs a variety of general clerical or administrative support functions/processes or a few specialized or essential clerical functions in support of an office and related personnel. Must be able to enter and process time-sensitive documents, possess the ability to serve as a first point of contact for both external and internal customers and be able to provide them with timely and concise information. Must also have the ability to exercise good judgement in a variety of situations, with strong written and verbal communication and organizational skills, have the ability to reconcile petty-cash and complete inventory of program supplies including reordering as necessary.	
MINIMUM QUALIFICATIONS	
High School Diploma or G.E.D., At least 21 years of age, three years of good driving history, and the ability to perform basic office functions and computer related duties/tasks. Clerical Skills Assessment test will be given prior to consideration for interview.	
Preferred: At least one year of experience in a customer service setting completing general office duties.	
HOW TO APPLY	
<p>Applicants should submit a Lookout Mountain Community Services Application to the following:</p> <p style="text-align: center;">Lookout Mountain Community Services ATTENTION: Human Resources Department PO Box 1027 LaFayette, GA 30728 E-Mail: Jobs@LMCS.org Telephone: 706-638-5580 x 4114 FAX: 706-638-5445</p> <p><i>Lookout Mountain Community Services Application can be found at www.lmcs.org or contact 706-638-5580 x 4114</i></p>	<p>Due to the volume of applications received we are unable to provide information on your application status over the phone. Applicants who are selected for an interview will be contacted to arrange for an interview. Applicants who have a disability, which require special accommodations should contact the Human Resources Department.</p> <p><i>Lookout Mountain Community Services Application</i> should be filled out carefully and completely with the last ten years of work history included. Attach documentation to support education/training/licensure certification. If your application is not complete you may forfeit the opportunity of an interview. Keep a copy of your application. Copying service is not available at LMCS.</p> <p style="text-align: center;">APPLICANTS SHOULD NOT SUBMIT A RESUME IN LIEU OF A LOOKOUT MOUNTAIN COMMUNITY SERVICES APPLICATION.</p> <p style="text-align: center;"><i>In-House applicants will be considered prior to applicants being considered outside the agency.</i></p>

**THIS POSITION REQUIRES PRE-EMPLOYMENT DRUG TESTING
AN EQUAL OPPORTUNITY EMPLOYER**