



Temporary Clerk (Administration) * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking a Temporary Clerk (Administration) in Callicoon, NY. The Temporary Clerk is responsible for providing instruction and training to students in the Education and Training

Department. Ensures strict confidentiality of sensitive information and integrity of student data.

Requirements:

High School Diploma/GED

Valid NY State Driver's License

Reference Check

1-year experience

Skills Required to perform the job:

Clerical Skills- detail oriented

Organizational Skills

Teamwork

Initiative

Shift, Salary, and Benefits: This is a Temporary Full-time position, Monday-Friday, First Shift, \$17.75 hourly. Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick Leave, Holidays, 401K/Retirement.

To apply: contact Deirdre Stawowy by emailing stawowy.deirdre@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.