

Memo

To: Program Directors
From: Sarah Childress
Date: July 1, 2020
Re: Position Opening

This position is currently open. Please forward this to your employees.

Job Title: LIHEAP Administrative Specialist

Location: Morristown- Central Services

Program: LIHEAP

Position Summary: Provides assistance to the LIHEAP administrative staff with various office duties.

Duties and Responsibilities:

- Files client files and any additional paperwork to follow.
- Organizes filing cabinets to accommodate different fiscal years and/or funding periods including boxing up files and maintains storage for 5 years.
- Assists administrative staff with mail-outs, copying, folding, and stuffing envelopes.
- If filing is completed, will review client files for accuracy and errors.
- Assist LIHEAP Program Director in the payment allocation distribution in regard to paperwork, approval letters, and labeling envelopes for Vendors.

Education Requirements:

- High School Diploma required.

Experience and Skills Requirements:

- Prefer six months previous experience doing office/clerical work.
- Be punctual, dependable, accurate and through.

Hours and Benefits: Part-time; Non-Exempt

To Apply: Send resume to: DCEA Human Resources, Attn: LIHEAP Administrative Assistant, P.O. Box 1218, Morristown, TN 37816. EOE.