

Administrative Support Specialist

Davie Domestic Violence Services and Rape Crisis Center is seeking a permanent part-time Administrative Support Specialist.

Responsibilities include a variety of administrative, fiscal, and office management duties in an office requiring a thorough understanding of the departmental rules, regulations, goals and service.

Work hours are Monday and Thursday, 8:00 a.m. – 1:00 p.m. and Tuesday and Wednesday, 8:00 a.m. – 12:00 p.m.

Qualifications: Graduation from high school supplemented by business and secretarial course work and considerable secretarial, clerical, and financial experience. Salary: \$12.00 per hour.

Send cover letter, resume and state application, PD 107, to Mrs. Martha L. McQueen, Director, 123 South Main Street, 3rd Floor, Mocksville, NC 27028 (336-751-3450). Open until filled. EOE