

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, N.C. 27028. (336-751-3450). Open until filled. EOE