

TO APPLY, PLEASE FILL OUT THE FORM THAT IS AVAILABLE ON THE WEBSITE AT WWW.CRIDERCENTER.ORG. YOU CAN ATTACH YOUR RESUME THERE. (IF YOU HAVE A COVER LETTER, INCLUDE THE COVER LETTER AND RESUME ALL IN THE SAME DOCUMENT)

**Children and Family Services Secretary
Level 2 – Non-Exempt-Full Time
Location: Wentzville
Hours: Monday- Friday; 8am until 4:30pm
Salary: \$12.02/hour commensurate with experience**

A. Description

The Children and Family Services Secretary is primarily responsible for filing for children's programs at the Wentzville location. Job responsibilities include:

Core Responsibilities:

- **Filing – 90%**
 - Accurate and timely filing of confidential client record information.
 - File client records received from outside sources.
- **Other Responsibilities – 10%**
 - Assist other locations with filing, as needed
 - Special projects as assigned

B. Qualifications

- High School graduate or equivalent with clerical and secretarial background.
- Ability to maintain confidentiality

C. Supervision

The Children and Family Services Secretary receives supervision from the Children and Family Services Office Manager.