

NORTH CENTRAL
REGIONAL PLANNING COMMISSION

WE ARE HIRING

WEATHERIZATION CLERK

GENERAL PURPOSE

The North Central Regional Planning Commission operates a Weatherization Assistance Program that helps reduce energy costs for income qualified households by increasing the energy efficiency of their homes.

The Weatherization Clerk will provide customer service to applicants, process applications and other documentation, track work completion, among other various office tasks.

QUALIFICATIONS

- Valid high school diploma or equivalent. Two (2) years of clerical experience is preferred.
- Must have ability to provide excellent customer service and answer client questions efficiently and effectively.
- Ability to operate a personal computer utilizing Microsoft Office products and other required software.

SPECIAL REQUIREMENTS

- Must possess a valid driver's license and a clean driving record.

OTHER

PHYSICAL DEMANDS

The physical demands of the position are varied, but generally limited to that found in the normal professional office. The employee will walk, stand, sit and type each day, sometimes for prolonged periods of time.

WORK ENVIRONMENT

The employee will work from a modern office located in Beloit (Mitchell County) Kansas.

SELECTION GUIDELINES

Resume; rating of education and experience; oral interview and reference check.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

WHAT WE OFFER

This is an excellent career opportunity for a full-time position located in Beloit, KS.

Beginning Salary: Depending on Qualifications

Benefits: Medical, prescription, and dental insurance for employee and dependents; KPERS/KPERS 457 or Optional Life Insurance; Paid holidays, vacation and sick/wellness leave; and Aflac and other insurance options available.

To apply, submit a cover letter and resume with three professional references. The NCRPC is an Equal Opportunity Employer. Position is open until filled.

FOR MORE INFORMATION, VISIT:
www.ncrpc.org/employment



**North Central Regional
Planning Commission**

Serving Kansans Since 1972