

JOB DETAIL

Job #: 0155

Position: Senior Office Assistant, Human Resources

Location: District Office, New Port Richey Campus

Appointment type: Full time

Compensation: \$11.45 per hour

Date posted: January 27, 2012

Application deadline: February 10, 2012

JOB DESCRIPTION: YES

SUMMARY OF BENEFITS: YES

Required qualifications: Standard high school diploma or GED; must have experience operating a personal computer, and using word processing, spreadsheet, and database software; must have proven abilities with interacting successfully with people, including excellent communication, customer service, and organizational skills; must be detail oriented; satisfactory criminal history background check; must complete the following skills tests: Keyboarding: 35 net words per minute (NWPM) with 95% accuracy; Proofreading 1: 70% accuracy; Alphabetical Filing: 70% accuracy. Applicants who claim a right of veteran's preference must upload documentation of eligibility and attach it to their online application before midnight of the application deadline date.

Applicants selected for interview must have passed the above tests within the last 24 months (effective 4/1/10), or be tested for the above tests, to be considered for this position. A PHCC representative will contact chosen applicants to schedule a time for testing, if necessary.

APPLY ONLINE no later than the February 10 application deadline at www.phcc.edu/jobs.

ALL SUPPLEMENTAL / ADDITIONAL APPLICATION MATERIAL MUST BE UPLOADED VIA THE ONLINE APPLICATION SYSTEM. The supplemental / additional application material for this position is a DD-214 (if claiming veteran's preference), and must be uploaded and attached to the online application **before midnight of the application deadline date.**

ALL APPLICANTS MUST SUBMIT AN ONLINE APPLICATION NO LATER THAN FEBRUARY 10. No other submitted materials will qualify you to be considered for this position. For help with online applications, call 727-816-3169 or 727-816-3425.

EOE/ADA Compliance