



Burke Job Posting / Job Description

Position Title

Support Staff – P.W. – Consumer Benefits - Lufkin, TX

Position Number

P #1687

General Description

This position will be responsible for a Housing Caseload, data entry, scanning records into the electronic records, filing, updating housing waiting list, and other duties as assigned.

Education

Required: Graduation from an accredited high school or its equivalent

Experience

Required: Two (2) years of responsible clerical and administrative support experience

Licenses/Certifications

Required: Valid Texas driver's license

Physical Requirements

Required: Must have visual and auditory skills sufficient to interact with consumers and staff. Mobility is required for bending, reaching, and lifting up to 25 pounds for carrying charts, supplies and equipment. Fine motor skills are required for legible writing. Applicant must have a driving record insurable by Burke's insurance administrator.

Hours

Monday – Friday; 8:00 am – 5:00 pm

Salary

\$22,000 annually

Notice to All Prospective Burke Applicants

Burke does not discriminate on the basis of race; color; gender; sexual orientation; national origin; religion; age; mental, physical, or sensory disability, unless these are bonafide occupational requirements for a position.

Applications are now being accepted for the vacancies listed and will be accepted until these open positions are filled. Qualified applicants will be considered on a first-come, first-serve basis. All applicants for employment will be required to produce as a part of the application process, proof of employment authorization and positive proof of identification.

Acceptable proof of employment authorization includes:

- 1) United States Passport (with photograph)
- 2) Certificate of Naturalization
- 3) U.S. Birth Certificate
- 4) Resident Alien Card
- 5) Social Security Card
- 6) Driver's license with photograph
- 7) Other identification document with a photograph

Only applications submitted with a specific numbered position listed will be considered.

Physical requirements listed in positions will be discussed in detailed at time of interview.

Criminal convictions that would have relevance to the job being applied for may make you ineligible for employment in that position. The names of all prospective employees are cleared through the Texas Department of Public Safety to determine the existence of such records. Applicants for positions requiring driving must have driving records insurable by our insurance carrier. Driving records will also be checked through the Texas Department of Public Safety.