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HOT JOB !

VETERANS WANTED

**Administrative Clerks
for Leading U.S. Corrections
Public-Private Partnership**

MULTIPLE TEXAS LOCATIONS

**To Apply login or register at
www.casy.us and click on
the Job seeker tab search for:**

Req #173905BR for Henderson, TX

Req #173906BR for Bartlett, TX

Req #173907BR for Eden, TX

POSITION QUALIFICATIONS:

**High school diploma, GED
certification or equivalent.**

**At least two years
experience in full-time
clerical, secretarial or
administrative office work
required.**

**Additional qualifying
education at an accredited
college, business school or
technical institute in office
administration or a related
field may be substituted for
up to one year of the
required experience.**

**Proficiency in Microsoft
Word for Windows, Lotus 1-
2-3 or Excel and other
personal computer
applications preferred.**

**A valid driver's license is
preferred.**

**Ability to performs varied
and moderately complex
typing & clerical functions.**



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