



Hourly Job Posting

Date Posted:
January 7, 2025

Date Posting Closes:
January 13, 2025 at 4:30 p.m.

THIS IS A SIMULTANEOUS POSTING FOR INTERNAL MCS HOURLY EMPLOYEES AND CURRENT USW REPRESENTED EMPLOYEES. INTERNAL MCS HOURLY EMPLOYEES WILL BE CONSIDERED FIRST.

| Job Title | Description/Qualifications |
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| <p>Job Title: Admin Asst. II - Work Control</p> <p>Shift: Days</p> <p>Base Hourly Rate: \$22.67</p> | <p>Position Overview Under close supervision responsible for administrative support to one or more management and the department. Typical job responsibilities include assisting and supporting management in ensuring that the department operates in a manner that meets the operational needs by coordinating office services and handling administrative and office details. The specific work assignment may include duties or activities that assist and support management in one or more of the following functional areas, in addition to other duties as assigned:</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> ▪ High School diploma or equivalent ▪ 2+ years of related experience, or an equivalent combination of education and experience is required ▪ Ability to obtain and maintain a Homeland Security Presidential Directive 12 (HSPD-12) credential <p>Competencies:</p> <ul style="list-style-type: none"> ▪ Possesses strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with moderate attention-to-detail ▪ Administers entry level written and verbal communication skills ▪ Possesses basic PC skills to include Microsoft Office (Outlook, Word, Excel, and PowerPoint), and Adobe Acrobat ▪ Conveys the ability to apply organizational practices, policies and procedures in performing a wide variety of related administrative tasks ▪ Maintains the judgment and discretion to properly discern and safeguard sensitive information |