

Part-Time Office Assistant

The Joint Emergency Communications Center (JECC) has a part-time opening for an Office Assistant. This position will work up to 20 hours per week with flexible work hours between 8:00 a.m. and 5:00 p.m. Qualified applicants for this administrative support position will have excellent interpersonal and PC skills, knowledgeable with Microsoft Office and be organized and detail-oriented. High school graduate with one year of specialized training in the office/computer field and at least one year of office/secretarial experience OR any equivalent combination of education and experience preferred. Applicant must possess a valid driver's license to operate a motor vehicle and be able to pass a background check. See www.jecc-ema.org for job application and further details. Starting wage is \$13.00/hr - \$15.00/hr depending on experience. Submit application, resume and cover letter to: Joint Emergency Communications Center, Attn: Executive Director, 4529 Melrose Ave., Iowa City, IA 52246 or by email to employment@jecc-ema.org. Applications will be accepted until the position is filled.

The Joint Emergency Communications Services Association is an affirmative action equal opportunity employer.