

AUTISM SERVICES CENTER

The Keith Albee Building
929 Fourth Avenue • P.O. Box 507
Huntington, West Virginia 25710-0507

Telephone: 304-525-8014
Fax: 304-525-8026
www.autismservicescenter.org

BOARD OF DIRECTORS

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JOB OPENING ANNOUNCEMENT

DATE OF POSTING: February 5, 2010

DATE OF OPENING: Immediate

POSITION: Secretary

APPLY TO: Personnel Department by
Friday, February 12, 2010

JOB QUALIFICATIONS: Minimum high school diploma,
prefer college credit. Secretarial
training and experience. Excellent
communication and interpersonal
relationship skills. Ability to meet
the public and handle inquiries in a
pleasant and professional manner.
Must have excellent written and
verbal language skills. Computer
literate and proficient with Microsoft
Word and Excel.

JOB DESCRIPTION: Available in ASC Personnel
Department or on ASC's website
(www.autismservicescenter.org)

If you have applied for an office position in the past and are still
interested, please contact the Personnel Department to express your
continued interest.