

**EMPLOYMENT OPPORTUNITY  
FACT SHEET**

**POSITION:** HEAP Clerk II (Temporary)  
**LOCATION:** Fordyce  
**HOURS:** Approx 24 - 29 hours per week for approximately 2-3 months  
(Hours will decrease as program funds are expended)  
**FULL-TIME:** PART-TIME: X

**APPLICATION DEADLINE:** Until Filled

**DATE POSITION TO BE FILLED:** ASAP

**SALARY:** \$ 8.27 per Hour

**JOB DUTIES:**

Assist customers with the completion of **HEAP** (Home Energy Assistance Program) Applications.  
Assess, verify and compile documentation  
Determine eligibility of customers per program guidelines and process **HEAP** Application.  
Answer telephones and distribute mail/messages accordingly.  
Maintain accurate and complete records.  
Filing  
Other duties as assigned

**EDUCATION REQUIREMENTS:** Prefer one-year certificate from college or technical school; or six months to one year related experience and/or training; or equivalent combination of education, training, and experience.

**EXPERIENCE NEEDED:** Excellent oral and written communication and customer service skills required. Ability to handle; sensitive/confidential information and work in a fast paced environment.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 10 pounds.

**DATE OF NOTICE:** 12/29/11

Remove after: 01/08/12

**“EQUAL OPPORTUNITY EMPLOYER”  
Central Arkansas Development Council**

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 888-404-7360