

**Date Posted:
July 6, 2010**

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Data Entry Clerk

Employer/ Agency: TRI County Community Action

Job Description: The Data Entry Clerk will be responsible for entering all information from the applications into CHILD PLUS for the EHS/HS program Will assist the Computer Technology Manager with other duties as assigned.

Qualifications: At least a year of data entry. Some college preferred

Hours: 8:00am-4:30pm

Salary: DOE

Send your resume and cover letter to: TRI County Community Action

Attn: Theresa Bell/HR Director

Address: P. O. Box 1748

City, State, Zip: Center, Texas 75935

Telephone: 800-464-1839 x13

Fax: 936-598-7272

E-mail Address: mstheresabell3@sbcglobal.net

Application Method Preferred: e-mail resume

Opening Date: July 6, 2010

***If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity.
Thank you***