



**GENESEE/ORLEANS COUNCIL ON ALCOHOLISM AND SUBSTANCE ABUSE, INC.**

**JOB VACANCY**

**SECRETARY**

**SUMMARY OF DUTIES:** Duties include reception, phones, data entry, filing, ordering supplies, etc., for program staff.

**QUALIFICATIONS:** Full time. High school graduate w/ minimally 2 yrs. office/billing experience, or AS w/ one-year office experience. Must be addiction free, including tobacco. Pre-Employment Background/Post Drug Screening required. EOE

**LOCATION:** 430 East Main Street, Batavia, NY 14020

**FOR MORE INFORMATION OR TO APPLY:**

Apply online with a cover letter and resume to:

GCASA, Attn: Human Resources

430 East Main Street

Batavia, NY 14020

Phone: 585-815-1801

Email: [kcorcoran@gcasa.org](mailto:kcorcoran@gcasa.org)

**POSTED:**

8/8/2018

Genesee/Orleans Council on Alcoholism and Substance Abuse does not discriminate on the basis of race, creed, color, national origin, sexual orientation, age, disability, or marital status as decreed by Law, and is in compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973.