



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

**JOB VACANCY**

**CLINICAL SECRETARY**

**QUALIFICATIONS:**

Full time – 35 hours per week. High School graduate with at least 2 years office/billing experience, or Associates degree with at least one-year office/billing experience. Must be free of active addiction including tobacco. Pre-employment background/post offer drug screening required. Valid NYS driver's license and method of transportation required. This is an hourly nonexempt job. EOE

**RESPONSIBILITIES:**

Detail-oriented individual needed for clerical/reception duties in an addiction treatment program. Responsibilities would include reception, phones, computer entry, filing, as well as other various tasks. Evening office coverage may be required.

**LOCATION:** 430 East Main Street, Batavia, NY 14020 & 249 East Avenue, Albion, NY 14011

**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: [aklos@gcasa.org](mailto:aklos@gcasa.org)

**POSTED:**

11/14/22

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.