

Institute of Community Services, Inc.

ICS, Inc. has the following position available:

Interagency

Central Office

Secretary- Training

Qualifications:

Secretary-Training – Must type 50 wpm, score 70% or better on the agency's spelling test, possess good communication skills, must be knowledgeable of Word Perfect. May be required to attend training that requires overnight lodging.

Please fax or send letter of interest to: Wanda Kizer, Human Resources Director at P.O. Box 160, Holly Springs, MS 38635; or fax (662) 551-3209. Deadline for letter of interest is Thursday, May 25, 2023.

**ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER
AND DOES NOT DISCRIMINATE ON THE BASIS OF
RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION,
AGE, OR DISABILITY.**