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Jim Ward  
*Vice-Chair*

Corbett Mullins  
*Secretary*

Tommy Roberts  
*Treasurer*

Ricky L. Baker—Executive Director



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## **Job Announcement**

### **Executive Secretary**

The L.K.L.P. Community Action Council, Inc. seeks an Executive Secretary for the Administrative Office. This position will be full time and based in Hazard, KY, at the L.K.L.P. Transit Facility. Responsibilities include providing administrative and secretarial support for the Executive Director and Administration Staff. Qualifications, education, and experience are listed on the attached job description. If interested, send a letter of intent, completed application and an updated resumé to Attention: Cindy Gross, L.K.L.P. Community Action Council, Inc., 398 Roy Campbell Drive, Hazard, KY 41701, or by fax to 606-439-0853 or email to [applications@lkpl.net](mailto:applications@lkpl.net). Letter of intent, application and resumé (with references) must be submitted no later than close of business on Friday, February 15, 2019.

## **LKLP Job Description**

**Job Title:** Executive Secretary  
**Department:** Administration  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**Prepared By:** Cindy Gross  
**Prepared Date:** January 2019

### **SUMMARY**

Under the direct supervision of the Executive Director this position provides administrative and secretarial support for the Executive Director and Administrative Staff. In addition to typing, filing and scheduling, performs duties such as coordination of meetings and conferences, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize as well as recommending changes in office practices or procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Manages supervisor's calendar and schedules appointments. This includes scheduling of board/conference rooms for meetings.

Screens incoming calls and correspondence and responds when possible.

Prepares memorandums outlining and explaining administrative procedures.

Arranges programs, events, or conferences by arranging for facilities and caterer, issuing information or invitations, and coordinating speakers.

Prepares records such as agenda, notices, minutes, board packets and resolutions for agency meetings.

Types and designs general correspondences, memos, etc. Proofreads copy for spelling, grammar, and layout, making appropriate changes. Responsible for accuracy and clarity of final copy.

Acts as a liaison with other departments and outside agencies. Handles confidential and non-routine information and explains policies when necessary.

Sorts and distributes mail. Opens agency mail. Drafts written responses or replies by phone or e-mail when necessary. Responds to regularly occurring requests for information.

Takes and transcribes dictation, and composes and prepares confidential correspondence, reports, and other complex documents.

Any and all other duties as assigned by the Executive Director.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associates Degree preferred with four years' experience; or a combination of education and related experience and/or training preferred.

**LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Required to receive all certifications, licensing and registrations, as assigned by immediate supervisor or the Executive Director.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is occasionally required to stand and use hands to finger, handle or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are a representation of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Step:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

*We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*



# APPLICATION FOR EMPLOYMENT

## L.K.L.P. Community Action Council, Inc.

*An Equal Opportunity Employer*

Contact Numbers  
 Phone (606) 436-8853  
 FAX (606) 487-1872  
 http://www.lklp.org

**POSITION APPLIED FOR:** You must fill out all sections of this application completely and honestly. This information will be used to determine your eligibility for this position. All application materials become the property of LKLP CAC, Inc., and will not be returned. (NOTE: A separate application must be completed for each position for which you are applying.)

Title	Department	Vacancy #	Recruiter
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### PERSONAL INFORMATION

Name (Last, First, Middle Initial)		Social Security Number	
Address (Street, City, State, Zip Code)			
Home Phone Number ( ) ( )	Work Phone Number ( ) ( )	May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you a LKLP employee in layoff status <input type="checkbox"/> Yes <input type="checkbox"/> No
Age <input type="checkbox"/> Less than 14 <input type="checkbox"/> 14 - 17 <input type="checkbox"/> 18 or over		Have you been employed under other names? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List Name(s):			
Are you now or have you been employed by LKLP Community Action Council <input type="checkbox"/> Yes <input type="checkbox"/> No			
List dates, locations, and department(s):			
Are you related to anyone currently employed by LKLP Community Action Council OR now serving on the Board of Directors? <input type="checkbox"/> Yes <input type="checkbox"/> NO			
List Name and relationship:			
How did you find out about this job opening?			
<input type="checkbox"/> Web Site		<input type="checkbox"/> Human Resource Office	
<input type="checkbox"/> Newspaper (Identify) _____		<input type="checkbox"/> LKLP Employee	
		<input type="checkbox"/> Other (Please Explain) _____	
Are you authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<i>If employed, you must show documents that prove your identity and employment eligibility as required by the Immigration Reform and Control Act of 1986.</i>			
Have you ever pled guilty, or no contest to, or been convicted of any misdemeanor or felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been arrested for any matters for which you are out on bail or on your own recognizance pending trial? <input type="checkbox"/> Yes <input type="checkbox"/> No			
NOTE: Answering "Yes" to these questions does not constitute an automatic bar to employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account. (Do not include minor traffic citations and arrests and convictions which have been sealed or expunged in answering this question).			

### EDUCATION & SKILLS

Please list all education beginning with most recent. Indicate a diploma or degree, if completed, including GED it obtained.

Name & Location of School	# of yrs. Complete	Graduated	Degree & Major
College		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
Other		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	
High School/GED		<input type="checkbox"/> Yes If no, approx. number of credit hours completed	

### OFFICE/COMPUTER SKILLS

<input type="checkbox"/> Word Processing	<input type="checkbox"/> Presentation Software	<input type="checkbox"/> Transcription	<input type="checkbox"/> Apple/Mac
<input type="checkbox"/> Database	<input type="checkbox"/> Desktop Publishing	<input type="checkbox"/> Medical Terminology	<input type="checkbox"/> Ten key by touch
<input type="checkbox"/> Spreadsheet	<input type="checkbox"/> Typing wpm	<input type="checkbox"/> PC/IBM	<input type="checkbox"/> Switchboard

**SKILLS/CERTIFICATIONS/PROGRAMMING LANGUAGES:** List technical or specialized skills/credentials relevant to this job, including driver's license (list type of license and name of state where issued), certifications, professional license, registrations held (include certification/registration number and expiration date) and knowledge of any computer programming languages or software.


**EMPLOYMENT HISTORY:** List all employment including military and volunteer service *starting with the most current position held*. Show employment history for at least **10 years** or from the time you left school (supplemental sheets available). Explain gaps in employment history. You may attach a resume, *but you must complete the employment section*. This information will be used in reference checks. Failure to answer all items in the following section may eliminate you from further consideration.

Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			
Dates Employed (month/year) From: _____ To: _____		Position Title	
Salary Start: \$ _____ Final: \$ _____		Organization Name/Address	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time, hrs/wk _____			
May we contact for references <input type="checkbox"/> Yes <input type="checkbox"/> No		Supervisor's Name/Title/Phone:	Reason For Leaving:
Duties:			

**REFERENCES:** Please list 3 references that may be contacted that can provide information based on your personal character. Please do not list any references included in the Employment History section above.

NAME	ADDRESS	TELEPHONE NUMBER

**PLEASE READ CAREFULLY AND SIGN** - I certify that the above statements are correct. I understand that any false information (or omissions) in this application, or its supporting documents, will be sufficient grounds for refusal to hire me or termination without notice. I agree that all rules, orders, and regulations of the Board of Directors affecting my employment shall constitute a part of my appointment or employment. I further understand that LKLP Community Action Council has the right to review my education, previous employment, driving, and criminal records and other background data.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTICE OF NONDISCRIMINATION** - Per Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, LKLP does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as disabled veteran or veteran of the Vietnam Era. Any person having inquiries concerning LKLP Community Action Council's compliance with these regulations is directed to contact the LKLP Affirmative Action representative or the LKLP Executive Director. Inquiries should be directed to LKLP Community Action Council, Affirmative Action Office, 398 Roy Campbell Drive, Hazard KY 41701, 606-436-8853.