



POSITION POSTING

June 4, 2026

Office Support Specialist II:

1 full-time opening 32 - 40 hours per week

Hourly Wage Scale

\$17.43 - \$20.05 - \$22.67

Home office: Cambridge

Primary Objective of Position

This position will greet, direct, and assist CareerForce visitors, answer multi-line telephone, and provide clerical support to the agency. Assist program staff with daily job duties by providing clerical support as jobseekers move towards self-sufficiency. Contribute to a healthy and safe work environment for all. Ability to travel to other locations as needed for training and support of team members.

Qualifications

- High school diploma or equivalent
- 3-4 years office support or receptionist experience or equitable training
- Basic knowledge of personal computer usage, MS Office products, email, and the Internet
- Excellent customer service skills
- Ability to communicate professionally, and effectively with businesses, the general public, participants (individuals and groups), and internal staff
- Must be able to prioritize a series of work tasks and meet objectives efficiently and timely.

Responsibilities

- Answer multi-line telephone and greet visitors in a friendly, professional manner
- Schedule appointments and events
- Respond to all situations professionally
- Ability to direct visitors with online job search and related activities
- Provide visitors with community resource information
- Develop and maintain a general understanding of supported programs
- Process daily mail, including receiving incoming and processing outgoing mail
- Assist with paperwork processing, data entry, and filing
- Provide clerical support to staff

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- Assist in the Career Lab as needed
- Create and maintain a professional, welcoming, and safe working environment
- Clerical support to agency including: Process mail, preparing correspondence, scheduling appointments, and other related tasks
- Assist with and/or provide oversight and direction of volunteer and work-based learning participants
- Working knowledge of internal data management systems as required.
- Assist program staff with communication to participants and data entry into systems.

Education, Training, and Experience

High school diploma or equivalent

Preference given to 2-year degree or equivalent education.

To Apply:

Send cover letter and résumé to:

Human Resources, CMJTS, PO Box 720, Monticello, MN 55362

employment@cmjts.org

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