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POSITIONS AVAILABLE: SCANNING CLERK

The Capital Area Regional Planning Commission (CARPC) in Madison, Wisconsin, is seeking two part-time Scanning Clerks. These are entry-level positions which work under supervision to produce digital copies of agency documents and related work as required.

The following skills and abilities are required: high school or GED diploma; minimum of two years of related office experience; experience with modern office equipment, filing systems, and procedures; ability to gather information and organize it in an orderly fashion; typing speed of at least 50 wpm; and considerable degree of accuracy. Preferred skills and abilities: coursework and/or training in document management or imaging programs; and advanced skill in the use of word processing and file storage software.

Each position is for 20 hours per week and pays \$15 per hour with no benefits. Work hours are 12 noon to 4 pm Monday-Friday. Please contact Linda Firestone at LindaF@CapitalAreaRPC.org for more information, or submit your application by sending your resume and cover letter to Ms. Firestone via email or U.S. mail by November 17th. No phone calls please.

The Capital Area Regional Planning Commission is an Equal Opportunity Employer. CARPC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.