



## Job Announcement

*Relocation not included*

Announcement Number  
FLCIFGCII0827

Opening Date  
08-27-10

Closing Date  
Until Filled

Full-Time Position  
General Clerk II

Location  
Fort Lee, VA

Days/Hours  
Monday – Friday; Hours TBD

### Description

Perform clerical duties to support the Central Issuing Facility at Fort Lee. Clerical duties include filing, typing, data entry, mail pick up, faxing and copying. Communicate and relay business information by telephone and e-mail. Perform other clerical duties as assigned.

### Qualifications

Knowledge of Microsoft Office. Previous clerical and military experience desirable. Must be able to type 35 WPM, work overtime, obtain a favorable security background clearance and possess a valid driver's license.

### Salary

\$13.02 / hour

### Introductory Period

Six months

### Application Instructions

Submit application ([www.dellew.com](http://www.dellew.com)) AND resume (do not send a link to your resume ) in either 'pdf' or 'doc' format via: e-mail [careers@dellew.com](mailto:careers@dellew.com); fax to (808) 440-0612; mail to 419 Waiakamilo Road, Suite F, Honolulu, HI 96817. *Reference job announcement number FLCIFGCII0827. No phone calls please.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. Equal Opportunity Employer. Drug Free Workplace.*