

**Job Title:** ADAS Specialist I  
**Location:** Fort Knox, KY  
**Position:** Part-time (2 ten hour shifts) 0700-1700  
**Salary:** \$13.38 per hour plus \$4.41 H&W

**Requirements:**

- Active/recent U.S. government security clearance.
- Minimum of six months switchboard operator experience.
- Possess computer skills and be able to operate in a LAN environment.
- Working knowledge of Microsoft Word.

**Physical & Mental Requirements:** Performance of essential and ancillary functions may require:

- See, talk, and hear.
- Extended sitting.
- Lift and move up to 20 pounds.
- Understand and follow written and oral instructions.

**Job Description:**

- Operate communication systems such as: telephone, switchboard, intercom, or public address system.
- Answer incoming calls, greet callers, provide information, transfer calls and/or take messages as necessary.
- Route emergency calls appropriately.
- Perform clerical duties such as typing, proofreading, and sorting mail.
- Relay and route written and verbal messages. Receive visitors, obtain name and nature of business, and schedule appointments.
- Update telephone directory.
- Administrative duties as assigned.

**Clearance:**

Selected candidates will be subject to a government security investigation and must meet eligibility requirements for access to classified information.

**Background Check:**

Selected applicants will be subject to a criminal background check and must meet eligibility requirements for access to military installations.

GStek, Inc. is proud to be an Affirmative Action/Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identify, national origin, disability status, protected veteran status, or any other characteristic protected by law.

GStek encourages veterans, disabled veterans and disabled individuals to apply for any open position for which they feel they are qualified.

EOE Minority/Female/Veteran/Disabled