

KNOWLEDGE OF:

Modern office principles, techniques, and practices and equipment

EDUCATION AND EXPERIENCE

Any combination equivalent to Graduation from high school supplemented by college level coursework in graphic design or related field, and two years clerical/administrative support experience preferably in a print shop environment.

WORKING CONDITIONS:

ENVIRONMENT:

Duties are primarily performed in an office and print shop environment while sitting at a desk operating a computer.

Incumbents are subject to extensive public contact with external clients

PHYSICAL DEMANDS:

Use hands and fingers to operate desktop computer keyboard or other office equipment

Reach with hands and arms

Stoop, kneel, or crouch to file

Speak clearly and distinctly to answer telephones and provide information

See to read fine print and operate a computer.

Hear and understand voice over telephone and in person

Approved by Personnel Commission: June 13, 2018

Jonathan Muñoz
Director– HR/Classified Personnel Service

06/13/18

Date