

Basic math.

Modern office practices, procedures, methods, and equipment.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Oral and written communication skills.

Interpersonal skills including tact, patience, and courtesy.

ABILITY TO:

Perform specialized and technical services requiring application and interpretation of data, facts, procedures, and policies.

Provide functional and technical guidance in obtaining, preparing, sharing, and exchanging data with outside agencies and administrative, technical, clerical personnel.

Prepare and monitor various program records and reports.

Interpret, apply, and explain rules, regulations, policies and procedures.

Operate a computer and assigned software to enter data, maintain records and generate reports.

Evaluate projected revenue and expenditures to assist in budgeting.

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ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Bending at the waist, kneeling, or crouching to retrieve and file materials.

Sitting for extended periods of time.

Approved by Personnel Commission: September 14, 2022

Revised: 11/9/22, 11/8/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 11/8/23