

office staff with

es may be assigned

- Understand and carry-out and written instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Complete work with many interruptions.
- Type and enter data at an acceptable rate of speed.
- Take and transcribe dictation accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of progressively responsible experience in technical clerical work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting and walking for extended periods of time.
- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead, above the shoulders and horizontally to retrieve files or materials.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.
- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor and office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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