

QUALIFICATIONS GUIDE

Knowledge of:

- State School Construction Program requirements.
- Division of State Architect project tracking/close -out.
- Principles and practices of construction industry and related governing agencies.
- Current technology, software applications, office methods and practices including filing systems, letter and report writing as well as telephone techniques.
- Correct English usage, spelling, grammar and punctuation.
- Principles of organization, coordination and training.

Ability to:

- Perform a variety of secretarial work involving use of independent judgment, accuracy, speed and confidentiality.
- Maintain and submit accurate and complete records and reports.
- Interpret specific rules, laws, and policies, and apply them with good judgment in a variety of situations.
- Understand and administer contracts.
- Establish and maintain cooperative working relationships with fellow employees and the general

Assist in preparing project scheduling data.

Operate a computer, calculator, telephone, printer, and copy machine.

EDUCATION/EXPERIENCE: