

- Assemble and prepare data for records and reports.
- Compile data in a timely and efficient manner and prepare reports.
- Establish and maintain files and records.
- Type or input data at an acceptable rate of speed.
- Compile, organize and evaluate student data.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of clerical experience involving work with numerical and statistical data.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to view a computer monitor and read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.

WORK ENVIRONMENT:

Office environment. 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. The noise level in the work environment is usually moderate.

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