



Skill in coordinating office functions and delegating work.

Skill in dealing with public in a courteous, helpful manner. Skill in working with a variety of individuals including those with physical or mental disabilities.

Ability to perform basic math and bookkeeping functions. Knowledge of basic accounting principles.

Ability to accurately prepare reports, letters and other documents using word processor or typewriter. Ability to proofread and check work for accuracy.

Ability to effectively communicate in written and oral form using standard rules of grammar and spelling.

Ability to maintain orderly files and records using standard alphabetical and numerical sequencing.

Ability to operate general office equipment such as photocopier, typewriter, shredder, computer, and calculator.

### ENTRY REQUIREMENTS

High school diploma or ability to read, write and perform basic math functions at the high school level. Ability to type and use 10 key calculator. Previous secretarial experience or training recommended.

### WORK ENVIRONMENT

Works inside, seated at desk for extended periods of time. Work includes frequent interruptions and meeting various deadlines. Deals directly with public including individuals with mental and physical disabilities. Minimal physical activity is required.

- 
1. Marginal functions of positions that are incidental to the performance of fundamental job duties have been excluded from our job descriptions.
  2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
  3. Job descriptions in no way state or imply that the description includes every duty to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.
  4. The County reserves the right to change or reassign job duties, or combine positions at any time.