The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
3. Knowledge of grammar, spelling, punctuation, capitalization, format and clerical procedures.

4. Skill in operating a personal computer.

5. Skill in operating office equipment.

6. Skill in typing large amounts of data fast and accurately.

7. Ability to sit at a desk and concentrate visually for prolonged periods of time.

8. Ability to utilizing computer packages, online systems, and related software.

9. Ability to communicate effectively with staff, students, and the public.

10. Ability to follow oral and written instructions.

11. Ability to perform routine arithmetic computations.

12. Ability to collect data and keep records accurately.

13. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

1. Any combination of clerical office experience, undergraduate education, and/or post high school clerical training that is the equivalent to one year of full-time employment.

**REVISION EFFECTIVE:** June 20, 2017