

QUALIFICATIONS

Knowledge of: Current technology and software applications including Microsoft Excel, Microsoft Word; correct English usage, spelling, grammar, punctuation and composition; current office methods, procedures and equipment, including word processing, data entry, fax operations, duplicating machines; methods used in compiling complex statistical reports; data processing terms, practices, and procedures; logical steps in computer operating systems and record management.

Ability to: Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed; possess excellent organizational skills; proficiently operate standard office equipment; computer/word processor, fax machine, duplication machines, computerized telephone system, etc.; perform complex mathematical calculations with accuracy and speed; establish and maintain cooperative and positive working relationships with diversified staff and general public; detect errors in printed output and troubleshoot query problem in pre-identification files needed for documents and barcode labels; interpret an extensive variety of technical instructions.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that persons within this position classification must perform in carrying out essential job functions.

- x Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- x Will stand, walk, and sit most of the time, but may walk or stand for brief periods of the time; occasional bending, stooping, crouching, kneeling, reaching above shoulder level, and/or ascending and descending a step stool or step ladder
- x Must possess the ability to hear and perceive the nature of sound
- x Must possess visual acuity and depth perception
- x Must be capable of providing oral information, both in person and over the telephone
- x Must possess the manual dexterity to operate business-related equipment and to handle and