

CLASS NO. 2403 (Continued)

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: standard office practices and procedures; and correct business English, spelling, punctuation, and arithmetic.

Skill/Ability to: operate a computer using standard word processing and spreadsheet software packages; operate standard office equipment including typewriter, calculator and copy and fax machines; accurately type at a speed of 50 words per minute; take complete and accurate messages; establish and maintain effective working relationships with co-workers, other county employees, officials, and the general public; and demonstrate proficiency in both oral and written communication.

ACCEPTABLE TRAINING AND EXPERIENCE

High school diploma, or its equivalent, plus at least four years of office administration and related secretarial experience;

Or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

None.