

- Basic understanding of administrative and clerical procedures and systems.
- Proficient with Microsoft Office Suite or related software.

Ability To:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Ability to create and maintain complex files and written documents.
- Thorough understanding of office practices and procedures; knowledge of or ability to quickly learn any applicable departmental or organizational rules and regulations.
- Ability to type at least 45 WPM.
- Ability to operate a calculator or ten-key by touch.
- Extremely proficient with Microsoft Office Suite or related software.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three years of progressively responsible administrative experience.

Training:

High school diploma or equivalent required; higher level degree preferred.
Three to five years of experience in a related field required.

License or Certificate:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment; Sit at desk for long periods of time; intermittently bend and twist to reach office equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.