



**C. Education/Experience substitution.** Per County Policy

**D. Licenses/Certifications.** N/A

**E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Must pass a background check

**1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION.**

Ability to accurately use a personal computer with MS Office, or related software. Ability to interact with both internal and external customers in a courteous and respectful manner. Ability to accurately generate documents from hard copy or dictation. Strong interpersonal skills; organizational, file management, and planning skills. Basic arithmetic, reading, and writing abilities. Excellent proofreading and grammar skills. Ability to work independently and maintain strict confidentiality. Establish and maintain effective, professional working relationships with other employees, departments, elected officials, and the public.

**2. FREEDOM TO ACT.** Supervisors provide continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments, including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instructions, but refers deviations, problems, and unfamiliar situations not covered by instructions to a supervisor for decisions or help. The supervisors assure finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of work increases with more difficult assignments if the employee has not previously performed similar assignments.

**3. GUIDELINES AND JUDGMENT.** Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures for application, and in making minor deviations to adapt the guidelines to specific cases or problems. The employee analyzes results and recommends changes.

**4. PHYSICAL DEMANDS.** The work is sedentary. Typically, the incumbent sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

**5. WORK ENVIRONMENT.** The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, and commercial vehicles. The work area is adequately lighted, heated, and ventilated.

**6. SUPERVISORY RESPONSIBILITY.** No supervision exercised. Responsible for own work.

**V. EMPLOYEE ACKNOWLEDGEMENT:** I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received

a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: \_\_\_\_\_  
*Employee*

\_\_\_\_\_  
*Date*