



- High school diploma or equivalent; associate's degree preferred
- 3 years of administrative assistance experience

**IV. CERTIFICATIONS REQUIRED:**

None

**V. SUPERVISION:**

None

***DISCLAIMER***

*This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and the responsibilities of the position may change.*