

III. SKILLS/EDUCATION/OTHER REQUIREMENTS:

- 1) Must be able to take dictation and type quickly and accurately.
- 2) Excellent verbal and written communication skills. Excellent interpersonal skills.
- 3) Knowledge of appropriate software including Microsoft Word, Excel, and Outlook, Microsoft PowerPoint and Adobe Acrobat.
- 4) Excellent organizational skills and attention to detail.
- 5) Excellent time management skills and ability to multi-task and prioritize work.

Required Education and Experience

- Associate degree in a related field
- 3 to 6 years of administrative assistance experience, government experience preferred
- Equivalent combination of education, training or related 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.