JOB OPPORTUNITY
September 27, 2019
RE-ADVERTISED

STATE’S MINIMUM QUALIFICATIONS:
Education/experience requirements:
• The formal education equivalent of a high school diploma.
• Three years of experience in a specialized or related area applicable to work performed.

Knowledge of:
• Record keeping procedures.
• The principles and practices of mathematics and statistics.
• Work-related subject area.
• Computers and software applications.

Ability to:
• Conduct research and compile data into report form.
• Establish and maintain filing systems.
• Operate standard office equipment.
• Analyze documents to determine compliance with rules, regulations, and procedures.
• Communicate both orally and in writing.