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.