The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.
4. Ability to communicate effectively with staff, students, and the public.

5. Ability to work independently and make decisions requiring interpretation and judgment.

6. Ability to follow oral and written instructions and interpret institutional and other policies accurately.

7. Ability to gather, analyze and display data in appropriate format and keep accurate records.

8. Ability to exercise functional supervision over employees.

9. Ability to organize and prioritize multiple tasks.

**MINIMUM ELIGIBILITY REQUIREMENTS:**

Five years clerical office experience of which at least three years of experience* should be in an Admissions or Registrar's Office, or in an office which routinely works with student academic records.

*Education may be substituted for experience as follows: Two months of general post high school education equaling one month experience; and one month of concentrated secretarial/clerical training equaling one month experience.

REVISION EFFECTIVE: October 1, 1997