

PROGRAM TECHNICIAN EXAMINATION

EXAMPLES OF **CLERICAL WORK EXPERIENCE** INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

- Duplicating documents
- Sorting and distributing mail
- Keyboarding/typing and/or entering data
- Cashiering
- Ordering and maintaining office equipment
- Operating office equipment
- Filing and record management (e.g., purging, organizing, archiving)
- Document preparation and review
- Customer service (e.g., telephone, reception)