

➤ **“Two years of experience in clerical work.”**

Includes, but not limited to, a combination of the following types of clerical work:

- Manage incoming calls
- Time keeping
- Process incoming/outgoing mail
- Handle requests for information
- Prepare departmental correspondence and documents
- Schedule meetings and appointments
- Purchase office supplies, tracking and logging invoices
- File and record management
- Operating office equipment (i.e., fax, scan, duplicate)
- Customer service (telephone/reception)
- Basic computer knowledge (i.e., email, internet, typing, word processing, data entry)