

2. Adaptability to dealing with people.
3. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.
4. Good interpersonal skills.
5. Proficient in verbal and written communication.
6. Proficient in typing and proofreading skills.
7. Respect for confidentiality of information.
8. Ability to use time wisely.
9. Ability to represent the organization in a positive manner.
10. Enthusiasm.

CAPACITY AND ABILITY REQUIREMENTS

Specific capacities and abilities may be required of an individual in order to adequately learn or perform a task or job duty.

1. *Intelligence*: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. *Verbal*: Ability to understand meanings of words and the ideas associated with them.
3. *Numerical*: Ability to perform arithmetic operations quickly and accurately.
4. *Form Perception*: To make visual comparisons and discrimination and see slight differences in shapes and shadings of figures and widths and lengths of lines.
5. *Motor Coordination*: Ability to coordinate the eyes and hands or fingers rapidly and accurately in making precise movements with speed.
6. *Manual Dexterity*: Ability to move hands easily and manipulate small objects with the fingers.
7. *Color Discrimination*: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
8. *Data Perception*: Ability to understand and interpret information presented in the form of graphs, charts, or tables.

WORK CONDITIONS

Normal work hours are 8:00 am until 4:00 pm from Monday through Friday.

Normal office working environment.

May not always have privacy or a quiet place to work.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

GENERAL REQUIREMENTS

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.