



### **Work Environment:**

This is a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners and adding machines.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is:

- **Frequently required** to sit and talk or hear
- **Occasionally required** to stand, walk, use hand to finger, handle, or operate objects, controls, reach with hands and arms, stoop, kneel, or crouch
- **Occasionally lift and/or move** up to 20 pounds
- **Specific vision abilities required** by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- **Noise level** is usually moderate

### **Education and Experience Qualifications:**

- A. Education and training: High school graduate or equivalent with training in secretarial skills and basic legal terminology highly desired.
- B. Familiarity with office procedures and operation of office equipment. Good communications skills are necessary, as is the ability to follow oral and written instructions.
- C. The ability to establish a good rapport with employees and diplomatically deal with the public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.