

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

Prepare sound and accurate budget recommendations and maintain expenditures within budget
Maintain and exhibit discretion and integrity at all times when handling confidential information.

(Daily)

Effectively assign, direct and supervise personnel. (Daily)

Speak clearly and concisely before groups. (Weekly)

Effectively conduct studies and investigations.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Frequent amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to understand and apply financial and accounting concepts

Ability to interpret and summarize complex financial information

Ability to organize and prepare material in written reports.

Ability to write consistently with the rules of English grammar.

Ability to listen to and apply information and instructions.

Ability to evaluate and execute possible courses of action.

Ability to plan and organize a records management system.

Ability to comprehend computer and apply software principles.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, computer keyboard, printer, fax, copy machine and scanner.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.