STATE’S MINIMUM QUALIFICATIONS:

Education/experience requirements:

- Equivalent of a high school diploma
- Five years of clerical and administrative experience

Knowledge of:

- Filing and recordkeeping procedures and general office procedures
- Customer service principles
- Basic accounting principles
- Computers and software applications

Ability to:

- Compose and edit correspondence, reports, and other documents
- Make decisions within prescribed boundaries
- Research data and prepare reports and recommendations

Agency Specific Information:

- Primary duties would be in support of the Marketing and Communication team
- Travel to meetings and events may be required
- Frequent interaction with constituents
- Frequent multitasking