



Perform a variety of office work in support of assigned projects, studies and programs; operate and maintain a variety of office equipment; drive a vehicle to conduct work.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Administrative analysis and reporting techniques.

Specialized technical and administrative principles, practices and procedures of course and schedule development.

Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Bending at the waist or kneeling to file and retrieve records.