

**Former Administrative Position - Band 1 (HA1)**

*GENERAL SUMMARY:*

Retired employee (former Band 1 Administrator) return to work in a part time position to complete project.

*PHYSICAL REQUIREMENTS:*

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

*MINIMUM EDUCATION/SKILLS REQUIRED:*

Bachelor's degree or higher plus two years of experience in related field or Associate's degree plus four years of experience in related field. \*\*\**Will be subject to a criminal background check. Some positions may be subject to a fingerprint check.* \*\*\*

*NOTE:* The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

Revised: 1/2017 – emm  
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