

Former Administrative Position - Band 2 (HA2)

GENERAL SUMMARY:

Retired employees (former Band 2 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:

Master's degree plus one year of experience in related field ***or*** Bachelor's degree plus three years of experience in related field ***or*** Associate's degree plus five 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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