

Former Administrative Position - Band 4 (HA4)

GENERAL SUMMARY:

Retired employees (former Band 4 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 three years of experience in related field **or** Bachelor's degree plus five years of experience in related field **or** Associate's degree plus seven 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: 01/2017 – emm

ADA/tmm 05.29.19