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Classified Bargaim퀅怀 iv儆㕀퀀　 - BI:

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Anycombinationequivalenttograduationfromhighschoolorequivalentandoneyearofclerical
experienceinvolvingfrequentpubliccontact.Frontoffice/receptionistexperienceinaschooldistrictor
other large public agency is desirable.
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None required.
:25.,1*&21',7,216
ENVIRONMENT:
Office environment.
Constant interruptions
PHYSICAL DEMANDS:
Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard and mouse.
Sitting for extended periods of time.
Seeing to view a computer monitor and read, prepare and assure the accuracy of a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders, and horizontally.
Occasionally lift and/or move objects weighing up to 25 pounds.
&/($5$1&(6
Criminal Justice Fingerprint /Background
Tuberculosis
Pre-placement Physical and Drug Screen