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inventory of supplies and equipment in accordance with established guidelines; prepare work orders for repairs and estimates.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

ENVIRONMENT: Office environment. Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard. Seeing to view a computer monitor and read a variety of materials. Hearing and speaking to exchange information. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file and retrieve materials. Regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Criminal Justice Fingerprint /Background Tuberculosis Pre-placement Physical and Drug Screen

Approved: 06/91; Rev. 9/95, 4/97, 8/00, 10/03; 06/11 (Ewing), 08/15 Reallocated (formerly Range 21) 09/18 Retitled to Personnel Asst II (Formerly Personnel Assistant) 10/22 Reallocated (formerly Range 23) Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24