

JOB TITLE	LEVEL	GRADE	JOB. NO.
Manager III	E-3	03	612

- ◆ Working knowledge of office procedures; general office procedures, composition, machine transcription, and records management (*Office Procedures Level III Exam*).
- ◆ Familiarity with the operation of standard office equipment.
- ◆ Ability to establish and maintain effective working relationships with other employees and the public.
- ◆ Ability to maintain confidentiality of information.

QUALIFICATIONS

Education:	Three (3) years of postsecondary education with a minimum of 21 semester hours in business or office-related coursework. ea.
Experience:	Nine (9) years of experience in a related area, <i>with three (3) years of experience as Manager II.</i>
Personal Qualities:	Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic.