

(5) Secretary III

Graduation from a recognized high school and four (4) years of experience in complex clerical work which shall have involved taking and transcribing difficult dictation; three (3) years of which must have been at least at the level of Senior Clerk-Stenographer; or any equivalent combination of education and experience.

(6) Telephone Switchboard Operator

Graduation from a recognized high school and one (1) year of experience in the operation of a multiple key switchboard; or any equivalent combination of education and experience.

(7) Duplicating Machine Operator

Graduation from a recognized high school and preferably some experience as a Duplicating Machine Operator; or any equivalent combination.

(8) Printer

Graduation from a recognized high school and one (1) year of experience in technical phases of job printing work; or any equivalent combination of education and experience.

(9) Shop Clerk

Graduation from a recognized high school, preferably with courses in bookkeeping plus one (1) year of experience in responsible clerical work involving bookkeeping duties.

(10) Personnel ~~Technician~~ ASSISTANT

Graduation from a recognized high school; two (2) years of experience as a clerk-typist or clerk-stenographer, preferably in a personnel office; or any equivalent combination of education and experience.

(11) Purchasing Technician

Graduation from a recognized high school, preferably completion of a two (2) year community or junior college program, or two (2) years of college training; two (2) years of experience in the purchasing of a variety of standard supplies, materials and equipment; or any equivalent combination of education and experience.

(12) Administrative Assistant

Graduation from a recognized college or university with major courses in business or public administration, plus two (2) years of experience in a related field; or graduation from a standard high school, plus six years of experience in a ~~related~~ field OF PUBLIC ADMINISTRATION; or any equivalent combination of education and experience.

(13) Bookkeeping Machine Operator

Graduation from a recognized high school, plus three (3) years' experience in bookkeeping machine operation; or any equivalent combination.

(14) Account Clerk

Graduation from a recognized high school and one (1) year of general clerical work; or any equivalent combination.