

(6) 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.

(7) Telephone 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.

(8) *Senior Telephone Operator*

Graduation from a recognized high school and three (3) years of experience in the operation of a multiple key switchboard, or any equivalent combination of education.

(9) *Reproduction Equipment Operator*

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

(10) *Reproduction Supervisor*

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.

(11) 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.

(12) Personnel 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.

(13) *Purchasing Assistant*

*Graduation from a recognized high school and one (1) year of experience at the level of clerk-stenographer; or any equivalent combination of education and experience.*

(14) 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.

(15) Administrative Assistant

Graduation from a recognized college or university with major courses in business or public administration, plus two (2) years of ex-