

HOWARD COUNTY

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.

(14A) SENIOR 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; FIVE (5) YEARS EXPERIENCE IN THE PURCHASING OF A VARIETY OF STANDARD SUPPLIES, MATERIAL 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 experience in a