

COUNTY LOCAL LAWS

related field; or graduation from a standard high school, plus six years of experience in a field of Public Administration; or any equivalent combination of education or experience.]

(15A) ADMINISTRATIVE ASSISTANT I

GRADUATION FROM A RECOGNIZED COLLEGE PREFERABLY WITH DEGREE IN BUSINESS OR INDUSTRIAL ADMINISTRATION; AND ONE (1) YEAR EXPERIENCE IN BUSINESS MANAGEMENT, ACCOUNTING AND/OR STATISTICAL FUNCTION; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

(15B) ADMINISTRATIVE ASSISTANT II

GRADUATION FROM A RECOGNIZED COLLEGE PREFERABLY WITH A DEGREE IN BUSINESS OR INDUSTRIAL MANAGEMENT AND THREE (3) YEARS BACKGROUND IN BUSINESS MANAGEMENT AND/OR STATISTICAL FUNCTIONS; OR EQUIVALENT COMBINATION OF BACKGROUND, EDUCATION AND EXPERIENCE.

(15C) SENIOR ADMINISTRATIVE ASSISTANT

GRADUATION FROM A RECOGNIZED COLLEGE OR UNIVERSITY, PREFERABLY WITH DEGREE IN BUSINESS OR INDUSTRIAL MANAGEMENT AND SIX (6) YEARS BACKGROUND IN BUSINESS MANAGEMENT; ACCOUNTING, AND/OR STATISTICAL FUNCTIONS, INCLUDING TWO (2) YEARS IN A SUPERVISORY CAPACITY; OR EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.

(16) Bookkeeping Machine Operator

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

(17) Account Clerk

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

(18) Senior Account Clerk

Graduation from a recognized high school; two (2) years experience at the level of Account Clerk; or any equivalent combination of education and experience.