

COUNTY LOCAL LAWS

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) year 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 Aide

Graduation from a recognized high school and six (6) 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 Secretary III, or any equivalent combination of education and experience.

(15a) Administrative Assistant I

Graduation from a recognized college preferably with degree in Business or Industrial Administration; and 1 year experience in business management, accounting and/or statistical function; or equivalent combination of education and experience.

(15b) Administrative Assistant II