

## **CLERICAL SKILLS LIST**

Please check those required for this vacancy.

- Math (Basic, accounting, equations)
- Typing/Keyboarding (Words Per Minute, if desired \_\_\_\_\_)
- Data Entry Performance
- Non-English Languages (Speaking/translation and/or Writing and/or Reading)  
e.g. Spanish, Braille
- English (Speaking and/or Writing and/or Reading Orally)
- Signing Skills
- Legal Secretary Skills/knowledge
- Drivers License (possession of valid drivers license)
- Computerized Inventory Control Systems
- Word Processing
- Desktop Publishing
- Spreadsheets
- Data Base Management
- Physical Demands (e.g. lifting, standing, sitting, pulling)
- Bookkeeping
- Accounting/Budgeting/Expense
- Specialized Terminology (e.g. medical coding/terminology or legal terminology)
- Customer Service Skills (phone, in person, public presentations)
- Lead Work Skills (e.g. the experience, organizational and/or personal skills necessary to perform hiring, assigning work, directing, scheduling, vacation/sick leave approval, and/or manage an office)
- Development of administrative and programmatic procedures (standard for Senior and Principal levels only)

Updated September 7, 2005