



12. Other duties as assigned.

**Supervisory Responsibilities:**

None

**Equipment Used:**

Personal computer, typewriter, printer, calculator, copies, telephone

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**

Work with frequent interruptions to meet established deadlines. Repetitive hand motions; prolonged use of computer.

*NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.*