

Area Housing Authority of the County of Ventura ACCOUNTING TECHNICIAN Application Package

**Before the deadline of:
FEBRUARY 26, 2018 before 5:00 PM**

You *MUST* complete the following THREE forms and submit them to Human Resources

- 1) AHA Employment Application (4 pages)
- 2) Supplemental Questionnaire (1 page)
- 3) Notice to Applicants-AHA's use of background/investigative reports (1 page)

You *MAY* submit the following voluntary forms with your application.

These documents will not accompany your application to prospective supervisors, and are used the compilation of government record-keeping and reporting requirements.

- Voluntary Self-Identification (*Veteran status*)
- Voluntary Self-Identification (*Ethnic Category*)
- Voluntary Self-Identification (*Disability*)
- Eligibility for Preference Certification Form (*Section 3*)

You *MAY* submit a copy of your recent resume. However, resumes will not be accepted in lieu of the completed application package.

TO APPLY for the **ACCOUNTING TECHNICIAN position:**

Submit the completed required forms (*and any voluntary forms you wish to include*) via fax, U.S. mail, in person or email to the address below. All documents must be received by the final filing date on **02/26/18 before 5:00 PM.**

Email to: humres@ahacv.org

Fax to: (805) 480-9951

US mail or in person:

Attn: Human Resources,
Area Housing Authority
1400 W. Hillcrest Drive
Newbury Park, CA 91320

SUPPLEMENTAL QUESTIONNAIRE – ACCOUNTING TECHNICIAN

The purpose of this Supplemental Questionnaire is to provide information to be used in the screening process to assess your qualifications for this position. Since this is a competitive process, failure to supply sufficient details when describing your prior relevant work experience, skills and abilities may result in your elimination from the selection process.

Complete the sections below, **sign and date this Supplemental Questionnaire**, then return via mail, email, fax or hand-deliver **with your completed Application and Notice to Applicants** to: Human Resources, Area Housing Authority, 1400 W. Hillcrest Drive, Newbury Park, CA 91320; or by email: humres@ahacv.org, or fax (805) 480-9951.

DEADLINE IS MONDAY, FEBRUARY 26, 2018 before 5:00 PM

Under penalty of perjury, I certify that the information provided to the AHA through this Supplemental Questionnaire is true and accurate and has been prepared by me to demonstrate my experience, knowledge and abilities as they relate to this position. I understand that any misstatement or concealment of any fact may subject me to disqualification in the interview process.

Signature: _____ Date: _____

Printed name: _____

Provide your TOTAL number of years' experience from all jobs/school in each category below.

Total Yrs.	REQUIRED Skills, Knowledge, Abilities and Experience:
	Performed payables data entry
	Entered, tracked and managed Payroll activities
	Ledger management and reconciliation of FSS accounts
	Ledger management and reconciliation of Voucher Choice Program Portability receivables
	Ledger management and reconciliation of any type of payable and receivable data
	Performed company bank reconciliations
	Ordered, maintained and tracked office supplies
	Performed data entry of maintenance work orders
	Generated new documents using basic Microsoft computer skills (Word and Excel)
	Direct basic office work <i>(including filing, data entry, answering phones, emails, copying, etc.)</i>
Total Yrs.	DESIRED Skills and Experience:
	HUD regulations/public housing/tax credit or other housing programs
	YARDI property management software

1) Describe how your previous skills and experience have prepared you to perform the duties of this position as you understand it. Use additional pages if necessary.

Resumes, while useful, will not be accepted in lieu of these documents. Failure to return both the application and supplemental questionnaire before the deadline will remove you from the list of active applicants for this position.



Area Housing Authority of the County of Ventura

1400 West Hillcrest Drive • Newbury Park, CA. 91320-2721 • (805) 480-9991, ext. 840 • (800) 800-2123 • FAX: (805) 480-9951

An Equal Opportunity Employer

This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability, or any other legally protected status. We are an equal employment opportunity employer of individuals with disabilities.

Applications are accepted for open positions only. A separate application is required for each open position desired. All sections must be complete within the application. Items left blank may be cause for disqualification as an applicant or dismissal, if employed. Supporting materials may be attached to this application.

A RESUME WILL NOT SUBSTITUTE FOR THE INFORMATION REQUESTED IN THIS APPLICATION

PERSONAL INFORMATION

Please Print Clearly

Form with fields for Last Name, First Name, Middle Name, Today's Date, Current Street Address, City, State, Zip, Permanent Street Address, Cell phone number, Home phone number, Best daytime phone number, E-Mail Address, Position applying for, Salary desired, Have you ever worked for the Area Housing Authority before?, How did you learn about this opening?, Do you have any friends or relatives working for the Area Housing Authority?, Are you a Section 8 landlord?, Are you a participant or applicant of any Area Housing Authority program?, If hired, would you have a reliable means of transportation to and from work?, Do you have a valid California driver's license?, Are you at least 18 years old?, Have you ever served in the military?, Are you legally eligible to work in the United States?, If hired, can you perform the essential duties of this position with or without reasonable accommodations?

The AHA will consider reasonable accommodation measures that may be necessary for eligible applicants and employees to perform the essential functions of the job. If you need an accommodation for interviewing or job testing, please contact Human Resources immediately.

EMPLOYMENT HISTORY

Starting with your most recent employer, list all present and past employment for the last **ten (10)** years. List each change of title or promotion separately. Explain any gaps between employment periods. **If more space is needed, use additional sheets.** Include relevant volunteer experience. *It is not acceptable to write "See Resume".*

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Dates Employed From / To	Employer Name	Address	
Normal Schedule	Your Job Title	Reason for leaving	
Your supervisor's name	Your job duties		
Supervisor email:			
Company phone number			
Company website address:			

May we contact this employer for a reference? Yes No

Yes No Have you ever been involuntarily terminated or requested to resign from any position? *(Do not include layoffs)*
If "Yes", explain or attach separate sheet if necessary:

EDUCATION, TRAINING AND EXPERIENCE

Check the appropriate box: *(If no diploma, list the highest grade you completed)*

- High School Diploma GED or High School Equivalency Certificate
 No Diploma # Years Completed in High School or Equivalent Educational Program : _____

List Colleges, Universities, Vocational and/or Business Schools You Attended

School Name	School Address	Years Completed	Major Course of Study	Degree Awarded?	Degree Title or # units completed
				Y / N	
				Y / N	
				Y / N	
List Professional Licenses or Certificates That You Currently Hold		Date Issued	Date Expires	Number and State	Was License or Certification ever revoked or suspended?
					Y / N
					Y / N
List computer software in which you are proficient <i>(if applicable for this position)</i>					

- Some of our clients do not speak English. Do you speak, write or understand any other languages **well enough to act as an interpreter?** If "Yes", list them below. *(including Sign Language)*
- Yes** Written Fluency Spoken Fluency
 No 1. _____ Written Fluency Spoken Fluency
 2. _____
- Do you have any other experience, training, qualifications or skills which you feel make you especially suited for work at the Area Housing Authority? If "Yes," please explain:
- Yes**
 No

REFERENCES

While we normally utilize the employer information contained in the "Employment Experience" section of the application, many times this information is not current or sufficient for us to make a reasonable inquiry. List two people **in addition** to any you have listed within the "Employment Experience" section of the application that we have your permission to contact **who have knowledge of your work performance** within your recent past or current employment situations. We need complete information to contact them in a timely manner. **Failure to provide complete information will result in your application being declared 'incomplete' and will remove you from our applicant pool. Do not list personal or social references.**

First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	
First Name	Last Name	Best Telephone Number To Reach This Person ()
How they know you (Relationship status and name of company where known)		Number of Years Acquainted
Their current occupation	Best email address to reach this person	



Area Housing Authority of the County of Ventura
Area Housing Authority Employment Application – Page 4

Read Carefully, Initial Each Paragraph and Sign Below

Initials

I hereby certify that I have not knowingly withheld any information that might adversely affect my opportunity for employment and the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of a material fact on this application or on any document used to secure employment, including my resume, shall be grounds for rejection of this application or for immediate discharge, if I am employed, regardless of the time elapsed before discovery.

Initials

I hereby authorize the Area Housing Authority of the County of Ventura to thoroughly investigate my references; work record, education and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Area Housing Authority of the County of Ventura any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition, I hereby release the Area Housing Authority of the County of Ventura, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initials

I understand that if offered employment, the offer will be contingent on my passing a pre-employment drug screen, pre-employment physical, background check and E-Verify eligibility to work verification. By signing this application, I **voluntarily agree** to submit to a pre-employment alcohol/drug screen, pre-employment physical and background check upon request. I understand that failure to pass the alcohol/drug screen, pre-employment physical and/or background check will result in withdrawal of the employment offer. I understand to be eligible for hire and if offered employment, I must meet all Area Housing Authority of the County of Ventura and HUD requirements applicable to this position.

Initials

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and the Area Housing Authority of the County of Ventura. No manager, supervisor, or employee of the Area Housing Authority of the County of Ventura has any authority to enter into an agreement for employment for any specified period of time or to make an agreement for employment other than at-will. Only the Executive Director has the authority to make any such agreement and then only in writing. None of the Area Housing Authority of the County of Ventura's Human Resources policies and procedures are intended to interfere with employees' right to engage in concerted protected activity or to discuss the terms of their employment or working conditions with or on behalf of co-workers.

My signature below certifies that I have read and understand the contents of this Employment Application, including the initialed paragraphs above, and agree to the terms and conditions outlined in this application. I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

AREA HOUSING AUTHORITY OF THE COUNTY OF VENTURA'S USE OF BACKGROUND AND INVESTIGATIVE REPORTS

The Area Housing Authority of the County of Ventura [AHA] may use a variety of methods to confirm your prior work experience, criminal activity, driving record, character, general reputation and personal characteristics. This information may be used in decisions about your employment at the AHA.

Although the AHA application package only asks for your employment history for the past ten (10) years, the AHA may seek confirmation of relevant prior work history throughout your entire work history. To obtain this information before hiring an applicant, the AHA may:

- contact your prior employers via phone, fax or mail;
- search local court records via the internet and through a third party;
- contact educational institutions to confirm levels of education obtained;
- contact those individuals you identify as personal references.

You have the right to decline authorization of these reports. However, without these reports, the AHA may not be able to properly confirm whether you meet the job requirements; and the AHA may decide not to offer you employment.

If the AHA uses a third party to conduct these background and investigative reports, the AHA will certify to that third party that we have notified you of your rights, obtained your permission to get the background check, complied with all of the FCRA requirements, and won't discriminate against you or otherwise misuse the information in violation of federal or state equal opportunity laws or regulations.

If you authorize the AHA to conduct these background and investigative reports, you must indicate your authorization by your signature and date at the bottom of this page.

My signature below certifies that I have read and understand the contents of this Notice, and further, that I agree to the terms and conditions outlined in this entire AHA application package.

Applicant's Signature

Date

Your Printed Name

NOTICE TO APPLICANTS

Before the Area Housing Authority of the County of Ventura [AHA] takes an adverse employment action, (for example, not hiring an applicant or firing an employee based on background information obtained through a company in the business of compiling background information), the AHA will give the applicant or employee:

- a notice that includes a copy of the consumer report the AHA relied on to make its decision;
- a copy of "A Summary of Your Rights Under the Fair Credit Reporting Act"

The purpose in providing a notice in advance of taking an adverse employment action is to allow the individual the opportunity to review the report and explain any negative information.

If an adverse employment action is taken against you, the AHA will tell you (orally, in writing, or electronically):

- that you were rejected because of information in the report;
- the name, address, and phone number of the company that providing the report;
- that the company providing the report didn't make the hiring decision, and can't give specific reasons for it; and
- that you have a right to dispute the accuracy or completeness of the report, and to get an additional free report from the reporting company within 60 days.

The AHA disposes of background reports in full compliance of EEOC and FTC regulations, and within the AHA's record retention policy. All paper records are destroyed securely by a third party shredding company. Electronic files or media are destroyed or erased so that the information cannot be read or reconstructed.

INQUIRIES REGARDING YOUR APPLICATION STATUS

Applicants for positions with the Area Housing Authority of the County of Ventura will be notified regarding their applicant status. Generally speaking, we feel it is both prudent and professional to make such notifications only in writing. **Therefore, the Area Housing Authority will not respond to telephone requests for an application status.**

As much of the information on your application is of a confidential nature, it is not feasible for us to request adequate verification of the caller's identity prior to discussing any personal information. You will some written communication regarding the status of your application within 2-3 weeks of the closing date of recruitment. **Email will be the primary method of written communication. Therefore be sure to include a valid email address within your application.**

We ask for your patience and cooperation in this matter.

NOTICE OF REQUIRED DRUG TESTING

Pursuant to the Drug-Free Workplace Act of 1988, the Area Housing Authority of the County of Ventura is required to certify its compliance in providing a drug-free workplace that is free from the illegal manufacture, distribution, dispensation, possession, sale and use of marijuana, illegal drugs, and the use, possession or distribution of alcohol. All applicants who are extended a Conditional Offer of Employment shall, as part of their pre-employment physical, voluntarily submit to blood and/or urine testing for the presence of alcohol, marijuana or illegal drugs. Refusal to submit to the required drug testing or any other component of the pre-employment physical examination will result in withdrawal of the employment offer.

Applicants with a confirmed positive test result will be denied employment. The Area Housing Authority will not discriminate against applicants for employment because of a past history of drug abuse. Therefore, individuals who have failed a pre-employment drug test may re-apply for employment with the Area Housing Authority for any subsequent public recruitment for which they are qualified, after a period of no less than six (6) months. If they achieve the status of a successful candidate for a subsequent recruitment, they must present themselves as drug-free at that time.

Applicants for employment who are Public Housing residents or Section 8 participants should be advised that in the course of a pre-employment physical, a positive test result indicating marijuana or illegal drug use, in addition to denial of employment, may also cause eviction and/or termination from public housing programs.

Area Housing Authority Job Description **ACCOUNTING TECHNICIAN**

JOB TITLE:	ACCOUNTING TECHNICIAN Non-Exempt Positions	
SALARY BAND:	E1	
SALARY RANGES:	\$19.3916 to \$23.8492 per hour	
DEPARTMENT:	Finance	
REPORTS TO:	Director of Finance	
DATE WRITTEN:	September 2014	DATE OF LAST UPDATE: February 8, 2018

BRIEF SUMMARY OF THE POSITION

An Accounting Technician is generally involved in one or more of the support functions in the Finance Department. Depending on the particular job assignment, tasks may include: accounts receivable, reconciliation, accounts payable, financial reporting, data entry, deposits, refunds, etc.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed below. Typically, this would be gained through:

- Associate's degree in Accounting **and**
- Three years of tasks related to the specific duties of this position;
- Or any other equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

Experience Equivalent: Four years of full charge bookkeeping or experience directly relevant to this position are equivalent to an AA degree. Experience used to satisfy the education requirement must be in addition to any other experience required for this position.

PREFERRED Education and Experience

- Experience with public sector desirable.
- Any Microsoft Office, WORD and EXCEL certifications preferred

ESSENTIAL FUNCTIONS

The following duties are normal for this position. This is not an all-inclusive list and the omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Regular attendance and timeliness during Agency business hours to meet client needs, coordinate with co-workers, attend face-to-face meetings, and handle day-to-day operations.
- Provide general accounting clerical support for office through the performance of routine clerical tasks such as filing, data input, photo copying, faxing, organizing, telephone assistance, and preparing various types of departmental correspondence.

Area Housing Authority Job Description

ACCOUNTING TECHNICIAN

Essential Functions – Representative Tasks

Essential and other important duties may include, but are not limited to, the following:

- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties;
- Work with AHA software system;
- Utilize Microsoft Office products in a proficient manner;
- Perform data entry of payable for all AHA companies;
- Payroll processing;
- Ledger management and reconciliation of FSS accounts;
- Ledger management and reconciliation of Voucher Choice Program portability receivables;
- Perform bank reconciliations for all companies;
- Monitor Housing Choice Voucher Program payback agreements;
- Procurement of office supplies; and
- Data Entry of work orders.

MARGINAL FUNCTIONS REPRESENTATIVE TASKS

- May be assigned additional professional duties and responsibilities.

REQUIRED QUALIFICATIONS, TRAITS AND SKILLS

Knowledge of:

- Accounting principles, general ledger and various financial statements.
- Current laws and regulations.
- Basic office skills: filing, record keeping, organization, copying, basic office machines (calculator, collating) etc., and ability to

AND THE

Ability to:

- Be diligent, highly motivated, conscientious, with excellent analytical skills;
- Be flexible and quickly adjust to changing situations;
- Communicate quickly, effectively, professionally, and precisely in English in written and oral expression.
- Work under pressure.
- Apply accounting principles and practices to the tasks assigned to the job in an accurate and timely manner, with a minimum of direct supervision.
- Effectively use Internet and e-mail.
- Convey information clearly in writing.
- Demonstrate friendly, compassionate and patient good listening skills.
- Provide excellent customer service using interpersonal skills and respond to challenges calmly.
- Exercise tact and diplomacy in dealing with all people and situations, either on the telephone or in person.
- Remain organized with the ability to multi-task assignments.
- Efficiently use a 10-key calculator.

Area Housing Authority Job Description ACCOUNTING TECHNICIAN

- Ability to:
- Exercise independent judgment, discretion, and maintain confidentiality in dealing with client information.
 - Detail oriented, highly organized, ability to prioritize tasks, and multi-task assignments.
 - Work under the stress of short timelines and understand oral and written instructions and procedures.
 - Learn new software, and identify and acquire assistance when required.

PREFERRED QUALIFICATIONS FOR THE POSITION

- Experience in a similar type work environment.
- Familiarity with audit procedures.
- Knowledge of HUD or other governmental accounting practices and procedures.

UNIQUE or SPECIAL REQUIREMENTS FOR THE POSITION

- Must have access to an automobile or other means of transportation, when and if required to travel on AHA business.
- Must possess a valid Class C California driver's license, including a driving record acceptable to the AHA's insurance Company. Must be able to drive personal or agency vehicles.
- Must have current automobile insurance in accordance with California law.
- Must be bondable.
- If driving an AHA vehicle, must be responsible for ensuring that the general maintenance of the vehicle is performed in a timely manner.
- Must be able to respond to emergency situations during off duty hours, as requested. Also required to be on-call on a rotating basis.

PHYSICAL WORK ENVIRONMENT

- The working environment is a modern building and well maintained property, which is well lit, heated/air conditioned, with "open space" cubicle workstations and standard offices.
- This position's office contains a workstation that is ergonomically furnished. The office environment is adequately equipped with the necessary office equipment to support the position.
- Computer equipment and software generally conform to the latest technology, with potential exposure to VDT a screen.
- Often drives personal or AHA vehicle for AHA business. AHA vehicles are equipped with standard safety features.
- Performance of essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time; having excellent hand strength and the manual dexterity to operate keyboard equipment; ability to lift and carry objects weighing up to 20 pounds.

Area Housing Authority Job Description ACCOUNTING TECHNICIAN

ADA COMPLIANCE SUMMARY:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as bright/dim light or repetitive wrist, hand and arm motions.

Equipment Demands		
Occasionally (0-33%)	Frequently (34-66%)	Constantly (67-100%)
• Computer and keyboarding activities		Constantly
• Driving on AHA business		Occasionally
• Fax machine activities		Occasionally

Hearing, Sight and Speech Activity Demands		
Occasionally (0-33%)	Frequently (34-66%)	Constantly (67-100%)
• Photocopier activities		Occasionally
• Telephone activities		Frequently
• Hearing and understanding the speech of another person		Constantly
• Hearing what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times as well as the ability to listen to and understand information and ideas presented		Constantly
• Seeing entire field of vision/periphery		Constantly
• Speaking to others to convey information effectively		Constantly
• Seeing and distinguishing color differences		Frequently
• Seeing details at both close (< 3 ft) and long range (>20 ft).		Constantly
• Seeing different depths		Occasionally

Area Housing Authority Job Description ACCOUNTING TECHNICIAN

Body Motion	
Occasionally (0-33%)	Frequently (34-66%)
Constantly (67-100%)	
• Balancing while on or carrying objects	Occasionally
• Bending forward	Occasionally
• Carrying object more than 10 pounds	Occasionally
• Carrying objects less than 10 pounds	Frequently
• Climbing ladders	Occasionally
• Climbing stairs	Occasionally
• Crawling on hands and knees	Occasionally
• Crouching required for more than 5 minutes at any one time	Occasionally
• Driving for more than one hour	Occasionally
• Fingering objects	Frequently
• Gripping objects	Frequently
• Handling of objects	Constantly
• Kneeling	Occasionally
• Lie Down	Not at all
• Lifting (10-25 pounds) from one level to another	Occasionally
• Lifting (26-50 pounds) from one level to another	Not at all
• Lifting (51-75 pounds) from one level to another	Not at all
• Lifting (76-100 pounds) from one level to another	Not at all
• Lifting (Greater than 100 pounds) from one level to another	Not at all
• Lifting (Less than 10 pounds) from one level to another	Frequently
• Lifting One-Handed	Frequently
• Pinching of objects	Occasionally
• Pulling objects	Occasionally
• Pushing objects	Occasionally
• Reaching Above Shoulder	Occasionally
• Reaching Below Knee	Occasionally
• Reaching Knee to Shoulder	Occasionally
• Sitting	Constantly
• Standing	Occasionally
• Stooping	Occasionally
• Twisting and bending	Occasionally
• Walking	Occasionally

- Lifting up to **20** pounds on an occasional basis places this position is in the **Light** physical demand classification level.

Area Housing Authority Job Description ACCOUNTING TECHNICIAN

Mental Demands		
Occasionally (0-33%)	Frequently (34-66%)	Constantly (67-100%)
	• Clearly communicate with the public.	Constantly
	• Combine pieces of information to form general conclusions as well as the ability to apply general rules to specific problems to produce answers that make sense. (Inductive and Deductive Reasoning skills)	Occasionally
	• Comprehend technical or professional material	Occasionally
	• Count and use basic math skills (addition, subtraction, division, multiplication)	Constantly
	• Create and read written communication.	Constantly
	• Handle multiple assignments, conflicting demands or priorities.	Constantly
	• Interpret technical or professional materials, financial or legal reports.	Occasionally
	• Logically define problems, collect information, establish facts, draw valid conclusions, interpret information, and/or deal with abstract variables.	Occasionally
	• Maintain attention to detail over extended period, continually aware of variations in changing situations.	Constantly
	• Organize schedule of others.	Occasionally
	• Pay attention to detail and be thorough in completing work tasks.	Constantly
	• Plan, organize and prepare materials for presentations.	Occasionally
	• Problem solve by analyzing information and evaluating results to choose the best solution and solve problems.	Occasionally
	• Provide recommendations and guidance based on legal, financial, scientific, technical or other professional areas.	Occasionally
	• Use critical thinking by using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.	Occasionally
	• Utilize good judgment when making decisions, as seen in considering the relative costs and benefits of potential actions to choose the most appropriate one.	Occasionally
	• Work with frustrating situations when job objectives are hindered by events beyond the employee's control.	Frequently

NOTE: This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this job description is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks are performed when circumstances change. This job description replaces all previous descriptions for this position.