

Job Description Minimum Qualifications

Maintenance Workers (Example: Equipment Operators, Building Maintenance Technicians, Locksmiths, Groundskeepers, Tire Repair Workers, Sign Installers, Concrete Form Setters, Welders, Locksmith, Carpenters, Custodians, Cooks)

Present:

- Must have a high school diploma or GED from an accredited institution.
- Must have one to two years' experience.

Recommendation:

- High school diploma or GED from an accredited institution preferred but not required.

Passport Supervisor, District Clerk Passport Supervisor, Grant Writer/Project Coordinator, Executive Assistant, Operations Administrator, Property Tax Administrator, Caseworker Supervisor

Present:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.
- Must have three years' experience in related field.

Recommendation:

- Must have a high school diploma or GED from an accredited institution or four years' of experience in related field. or
- Associate's Degree or 60 college hours from an accredited college or university and two years' of experience in related field or
- Bachelor's Degree from an accredited college or university

In positions above Pay Grade 21 and other positions where the minimum qualifications states:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree from an accredited college or university in a course of study related to the occupational field.

Recommendation: Must have Bachelor's Degree from an accredited college or university.