

Job Profile

Job Summary:

Under the direction of the immediate supervisor, the incumbent may perform some or all of the listed general administration functions. These functions are of moderate complexity and the incumbent performs them using established instructions.

Typical Functions:

1. Greets clients and answers general inquiries with a positive attitude. This includes detailed information regarding programs and services offered. Some inquiries may require further research into the topic.
2. Assists with web-based content.