

**Knowledge, Skills & Abilities Required:**  
**Building Services**

**Category: Administrative**

<p><b>Education/Certifications</b></p>	<ul style="list-style-type: none"> <li>• High School Diploma</li> </ul>
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• 2 years office experience</li> </ul>
<p><b>Skills/Abilities</b></p>	<ul style="list-style-type: none"> <li>• Communication Skills</li> <li>• Team work</li> <li>• Interpersonal skills</li> <li>• Organizational skills</li> <li>• Keyboarding &amp; Computer Skills</li> </ul>
<p><b>Common Career</b></p>	<ul style="list-style-type: none"> <li>• Building Division Clerk</li> </ul>