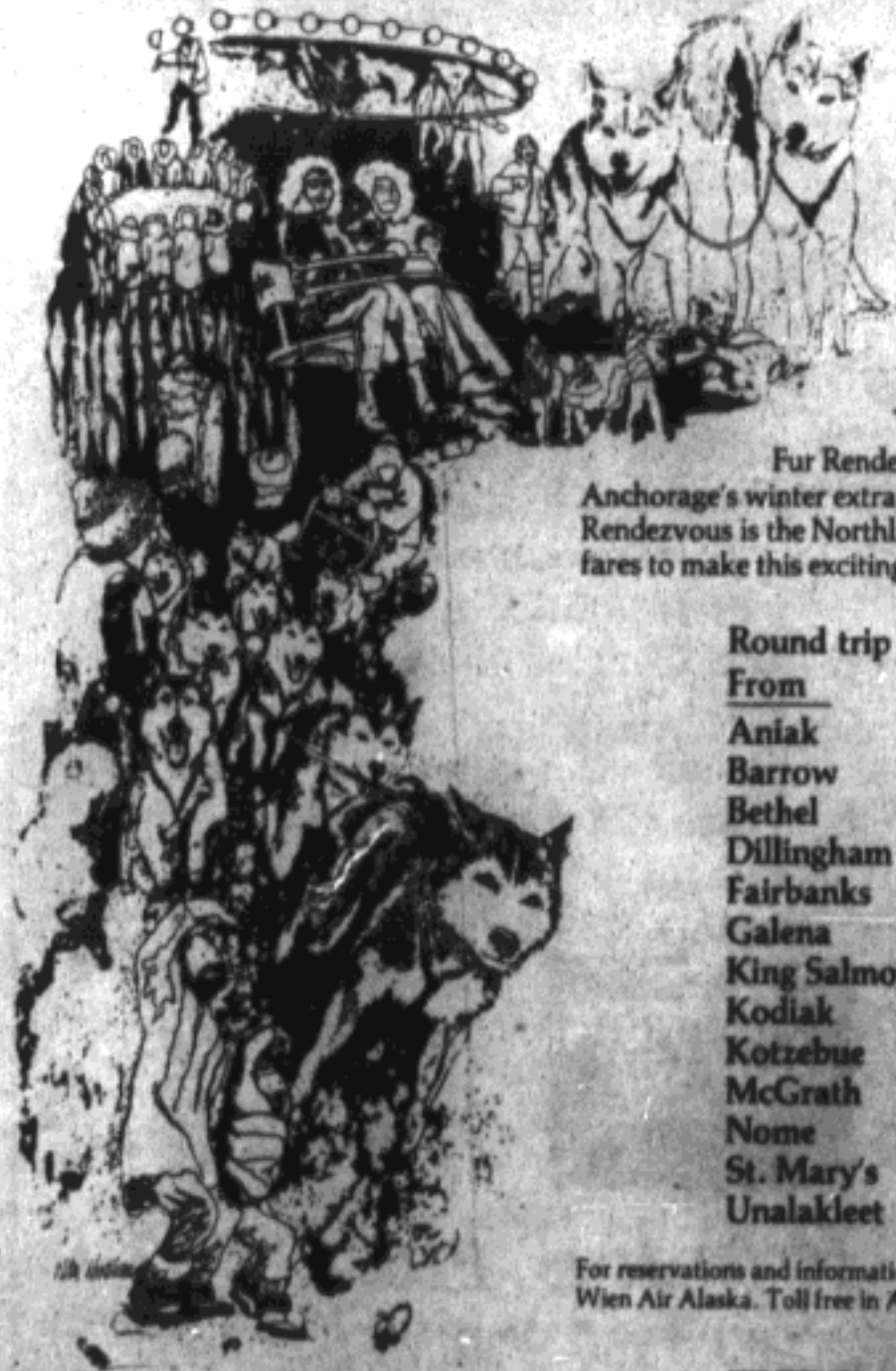


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Work Year: 11 Months

This position requires any combination equivalent to graduation from high school and three years of increasingly responsible clerical work which has involved some incidental typing. Candidates must have knowledge of office practices, supplies and equipment, bookkeeping, requisitioning, disbursing and inventory accounting. Applicants must have the ability to plan, lay out and conduct clerical operations involving transactions requiring effective accountability and accurate controls; learn, interpret and communicate rules, regulations, policies and procedures; perform clerical work involving independent judgment, accuracy and speed; make incidental but accurate use of a typewriter; meet the public effectively; work well with others, and make independent decisions. Candidates must be able to lift and carry weights, sometimes heavy, under the direction of the supervisor. A typing test will be required, however, there is no minimum score prescribed.

Applications will be accepted through February 5, 1982.

Rita R. Strachen
Director for Personnel
4600 DeBarr Road
Pouch 6-614
Anchorage, AK 99502

Telephone: (907) 333-8661, Ext. 151

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