

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What Yoy Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.04 Maintain postage stamps and records related to them.	A-1				1.04 All postage stamps and monies were accounted for and reimbursed when necessary.
OTHER OFFICE DUTIES					
1.01 Assist Accounting Coordinator with computer input as directed.	A-1				1.01 Computer input was done with minimal errors as directed.
1.02 File Accounts Payable vouchers as directed..	A-1				1.02 Accounts Payable vouchers were filed properly to make retrieving easier.
1.03 Maintain log of incoming checks.					1.03 Incoming checks were recorded on proper logs.
1.04 Assist with other miscellaneous office duties as assigned by Administrative Assistant or Accounting Coordinator.	A-1				1.04 All other duties as assigned were completed properly.