

OFFICE AGENT, CLASS II

Nature of work

The principal and customary work of the employee in this employment class consists in performing a variety of administrative duties in accordance with established methods and procedures.

Rate your skills

Yes **No**

- | | | |
|---|--------------------------|--------------------------|
| I like to complete and verify forms, requisitions or various documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can carry out the preparation and the control of written and audio-visual documentation. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can easily execute tasks such as the preparation and expedition of notices of overdue books, the collection of fines and the shelving of the books. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to repair damaged documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to compile, verify and enter data in a computerized system. | <input type="checkbox"/> | <input type="checkbox"/> |
| I can rapidly type any kind of texts. | <input type="checkbox"/> | <input type="checkbox"/> |
| I am able to act as a cashier or work at a lending counter. | <input type="checkbox"/> | <input type="checkbox"/> |

Required skills

- | | | |
|--|--------------------------|--------------------------|
| I have the fingering and the speed to effectively typewrite documents. | <input type="checkbox"/> | <input type="checkbox"/> |
| I communicate easily with people. | <input type="checkbox"/> | <input type="checkbox"/> |
| I have a good analytical sense. | <input type="checkbox"/> | <input type="checkbox"/> |