PROCESSING UNIT SUPERVISOR IV

<u>ROLE</u>
Processing Assistant IV. See Processing Assistant IV (00441) for more information about this class.

<u>NATURE OF WORK</u>
Processing Unit Supervisors are responsible for the work of a group of employees in the processing of records, documents and/or files.

<u>Special Note</u>: This is a generalized representation of position in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.