

What are KSA's?

Knowledge: Information that makes adequate performance on the job possible.

- Knowledge of automated accounting systems.
- Knowledge of principles and concepts of cost accounting.
- Knowledge of office procedures.
- Knowledge of rules and regulations surrounding medical disability determination.
- Knowledge of human resource practices.

Skill: A readily observable, quantifiable, measurable skill.

- Troubleshoot problems in an HVAC system and create a work plan to accomplish repairs.
- Use a personal computer to operate a word processing or spreadsheet program.
- Develop therapeutic recreational plans for MR clients.
- Write computer programs using Basic or Visual C++.

Ability: Capacity to perform an activity.

- Participate as part of an inter-disciplinary team.
- Exercise judgment in establishing, applying and interpreting policy.
- Ability to make oral presentations.
- Ability to prepare written reports and to develop letters and memos from general instructions.
- Ability to handle multiple tasks and prioritize work.

Preferences: Specific types of experiences, education, licenses, or KSA's above the minimum needed to perform the duties of the position that assist management in making selection decisions.

- Experience using the North Carolina Accounting System (NCAS).
- Licensed electrician.
- Three years experience in providing training to large groups.
- Prefer MBA with experience in budgeting at a hospital setting serving mentally ill clients.
- Experience in cost finding for out-patient settings.
- Two years nursing experience in a psychiatric or MR setting.
- Experience in designing web pages using HTML.

When listing a KSA or preference, the hiring manager should be able to ask questions during the interview process that will provide insight into the applicant's knowledge, skills, and abilities as identified on the posting.