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| Analytical Skills | The ability to interpret information and its relevance to the job or organizational goals |
| Bilingual/Multilingual | Ability to use two or more languages. |
| Character skills | These can include dependability, diligence, honesty, emotional self-control. |
| Communication Skills | The ability to convey information to another effectively and efficiently. This includes both writing and speaking abilities. |
| Computer Literacy | The ability to use computers and related technology efficiently for work tasks. |
| Customer Service | Experience working with customers to ensure their satisfaction with a product or service. |
| Education or certification | The attainment of educational degrees or occupational certifications. |
| Financial Skills | The ability to understand financial information and perform basic financial computations |
| General Office Duties | The common duties performed in a typical office. These may include record keeping, filing, staffing service counters, screening solicitors, and other administrative tasks. |
| Independent Judgment | Choosing the appropriate course of action without prompting. |
| Learning and comprehension skills | The ability to learn new skills and follow instructions accurately. |
| Management and supervision | Oversight and direction of the work of others. |
| Physical Ability | The ability to perform physical tasks effectively. This includes both precision motor skills and physical strength. |
| Mathematical skills | The ability to choose the right mathematical methods or formulas to solve a problem and perform basic calculations. |
| Technical Skills | Knowledge of machines, tools and /or technological systems including their designs, uses, repair, and maintenance. |
| Reading Comprehension | Understanding written sentences and paragraphs in work related documents. |
| Social skills | Developing constructive and cooperative working relationships with others and maintaining them over time. |
| Specialized Work Experience | Previous experience or training doing the same job. |
| Related Work Experience | Previous experience or training doing a different job that requires similar skills. |