



Classification:
Administrative Support

AS20 Communication Services Code Set

The coordination and management of electronic and telecommunication systems.

- AS20.10 **Electronic Communications Services**
The coordination or management of email, calendars, contact information, tasks, or similar communications activities utilizing systems such as Outlook or manual systems.

- AS20.15 **Telecommunications Services**
The coordination or management of phone calls, voice mail messages or conference calls.

- AS20.20 **Facsimile Services**
The coordination or management of facsimile (fax) services.