

POSITION DESCRIPTION		AGENCY/DEPT ID DAS102100
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Employee Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005419	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE THE TABLE OF ORGANIZATION TABLE	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 PR N/A Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
65	Assists Office of Employee Relations for the General Services Division (GSD): prepares routine typed copy from notes or written material (e.g., pass/rejection letters, position descriptions, confirmation letters, investigatory interviews, weekly reports, various correspondence); checks applications against master list when received; assists in prescreening applications for minimum qualifications; schedules proficiency tests; administers proficiency tests; assists in reviewing scored tests, schedules interviews; assembles interview packets; assists in closing out employment file once selection has been made; researches training resources; assists with coordinating training events; enters training requests into database; updates & creates position descriptions; assists in tracking performance evaluations; assists as assigned in division discipline process; assists in preparing quarterly metrics; provides technical assistance as requested.		Knowledge of (1) office practices & procedure, (2) agency policies & procedures relating to employment* Skill in (3) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access & PowerPoint); (4) operation of office equipment (e.g., calculator, telephone, copier & fax machine). Ability to (5) carry out detailed but basic written or oral instructions; (6) count, do basic addition & subtraction (7) copy materials accurately & recognize grammatical & spelling errors (8) work alone on most tasks.	
35	Performs clerical tasks & general office work for Office of Employee Relations: filing, copying & shredding documents; data entry; creating spreadsheets, word processing, sorting documents. Performs additional duties as assigned.		Knowledge of: 1 Skill in: 3, 4 (e.g., copier, shredder). Ability to: 5, 7, 8	
*developed after employment				
JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Rebecca Stroger</i>	
JOB CODE TITLE College Intern		DATE 12.1.11		

JOB CODE AAD 12-14-11 KB
99940