

POSITION DESCRIPTION

AGENCY/DEPT ID DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005501

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

Account Clerk 1 – Part time

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

20005714

Management Analyst Supervisor 1

Permanent

Temporary

Intermittent

Classified

Unclassified

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 7:30 am

TO: 4:30 pm

Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|---|--|
| 15 | Oversees supply orders & various types of equipment (e.g., copiers, faxes, printers) for Business Operations: prepares periodic inventory reports & reconciliation of supplies (e.g., paper, other office supplies). | Knowledge of 1, 2*, 3, 4*, 11, (14) inventory control Skill in 5, 12 Ability to 6, 7, 8, 9, 10, 13 |
| 10 | Provides clerical & administrative support to GSD business functions: answers telephones, creates electronic documents, prepares correspondence, picks up, opens, time stamps & distributes all incoming mail for Business Operations & Deputy Director's Office. Performs other administrative support duties: (e.g., reviews billing submissions, verifies accuracy of receivable data, creates spreadsheets, does research). | Knowledge of 1, 2* Skill in 5, 12 Ability to 7, 10, 11 |

*developed after employment

JOB CODE
16511

JOB TITLE
Account Clerk 3

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Washoven

1/7/09

apd 1-12-09 ad