

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/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 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005498 Fiscal Officer 2

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 09
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 am TO: 5:30 pm **PART-TIME** Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|----|--|--|
| 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; provides support to charity campaigns; maintains division telephone directory; coordinates records storage for Business Office; maintains employee fund. | Knowledge of 1, 2*. Skill in 5, 12. Ability to 6, 9, 10, 11. |
| 10 | 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. |

*developed after employment

JOB TITLE
Account Clerk 1

JOB CODE
16511

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

M. D. G. Howard

DATE

4.11.11

Appl 4.7.11 (aw)