

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105720

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing & Mail Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005574

Reclassification

New Position

Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Account Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005571 Management Analyst Supervisor 1

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit 09
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NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part-time permanent**
FROM: 7:30 a.m. TO: 4:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Prepares monthly financial/management & budgetary reports: compiles, organizes & manipulates data for reports that detail disbursements, allotments & cash balances; analyzes & reviews data compilations to determine accuracy & consistency of system balances; maintains appropriate archives of reports in print & computer media.	Knowledge of 1*, 2, 3.* Skill in 4. Ability to 7, 11, 12, 13.
15	Performs problem solving duties: contacts fiscal officers to resolve problems in OAKS coding; responds to customer service requests by telephone & email; performs other job related activities as assigned.	Knowledge of 1.* Skill in 4. Ability to 7, 9, 10, 15, 16, 17

*developed after employment.

JOB CODE TITLE
Account Clerk 3

JOB CODE
16513

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonenka

4/9/10

App. 4.9.10 (aw)