POSITION DESCRIPTION

		AGENCY/DEPT ID DAS/DAS105800
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Risk Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005620

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Office Assistant	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 14 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 10:00 a.m. TO: 2:00 p.m. **(Part-time)** Report in location & work hours subject to change.

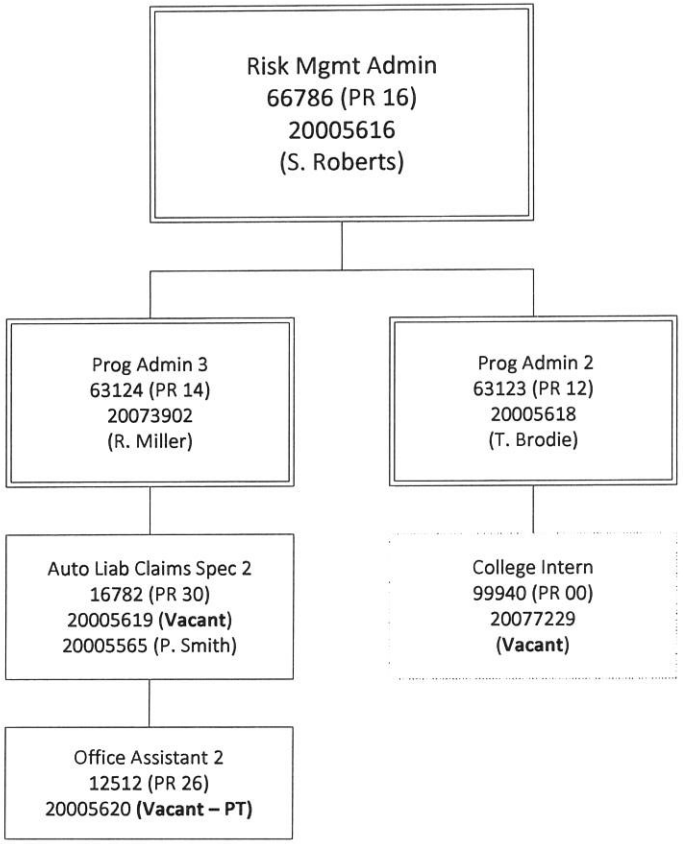
JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Prepares routine typed copy from notes or written material & proofs & corrects work: sets up incoming loss notices & enters data into risk management information system; creates electronic folder to store documentation; receives, reviews, & enters information from weekly warrant report; receives & enters information from customer satisfaction survey; reviews, enters, generates, & maintains motor vehicle liability endorsements.	Knowledge of (1) general office practices & procedures; (2) Office of Risk Management office policies & procedures* Skill in (3) operation of personal computer & associated software (e.g., MicroSoft Word, Excel, Access, Outlook & use of internet); (4) data entry. Ability to (5) interpret variety of instructions in written, oral or picture form; (6) complete routine forms; (7) deal with problems involving few variables within familiar context; (8) read, copy & record figures; (9) proofread material, recognize errors & make corrections
50	Performs clerical tasks: sorts & distributes mail; copies, scans, & faxes documents; answers office's general telephone number & provides basic information to inquirer or routes calls to appropriate staff; creates labels & mail merge documents; distributes reports; maintains claims & contacts lists for office; monitors & maintains inventory of office supplies; provides administrative support as requested; performs other duties assigned.	Knowledge of 1, 2* Skill in 3, 4 Ability to 5, 6, 7, 8, (10) answer routine telephone calls from public; (11) sort mail & arrange items in numerical or alphabetical order. *developed after employment.

JOB CODE TITLE Office Assistant 2

JOB CODE 12512

Rod 4.21.14 (cc)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	4/21/14

Office of Risk Management