

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Risk Management

COUNTY OF EMPLOYMENT
Franklin

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Office Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type

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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
70	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; edits existing report queries in SAP Business Objects; creates ad hoc reports in SAP Business Objects; performs initial troubleshooting of failed reports & escalates the issue if necessary; assists in creating & maintaining complex excel spreadsheets relating to statements of values for insurance programs, premium allocations & billing summaries; performs data entry of billable insurance & fee related expenses into billing application; creates & edits risk management fillable pdf forms; makes recommendations regarding program activities specific to underwriting & statistical functions.	Knowledge of (1) general office practices & procedures; (2) Office of Risk Management office policies & procedures*; (3) Excel formulas; (4) basic math. Skill in (4) operation of personal computer & associated software (e.g., Microsoft Word, Excel, Adobe Acrobat Professional, Outlook & use of internet); (5) data entry; (6) SAP Business Objects reports* Ability to (7) interpret variety of instructions in written, oral or picture form; (8) complete routine forms; (9) deal with problems involving few variables within familiar context; (10) read, copy & record figures; (11) proof-read material, recognize errors & make corrections; (12) use formulas in Excel; (13) use math functions such as add, subtract, multiply, divide, percentages; (14) write & edit queries (SQL based) (15) organize data to create reports.
30	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 & equipment; maintains unit's fixed asset inventory; assists with maintaining unit's records retention schedules; provides administrative support as requested; performs other duties assigned.	Knowledge of 1, 2* Skill in 3, 4, 5, 6* Ability to 7, 8, 9, 10, (16) answer routine telephone calls from public; (17) sort mail & arrange items in numerical or alphabetical order; (18) asset management*; (19) records retention*

*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Chris Selch/ce

12/1/14

POSITION NUMBER
20005620

JOB CODE TITLE
Office Assistant 2

JOB CODE
12512

Apd 12-01-14 (ce)