100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106210

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005693

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Executive Secretary 1	20005714 Administrative Officer 1

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type	Bargaining Unit 22 Pay Rage 10 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:00 p.m. Monday through Friday Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Provides secretarial & non-routine administrative support to Support Services Manager & Facilities Services managers & supervisors: relieves supervisor of non-routine administrative duties (e.g., gathers documentation for disciplinary proceedings & grievances, independently formulates decisions involving interpretations of Facilities Services policies & procedures; responds to administrative & programmatic issues & needs of OPF management (e.g. provides OPF orientation to new employees, schedules and participates in interviews as requested, identifies, organizes, schedules & conducts training sessions (e.g. OSHA 10 hour, lunch box session, safety issues), logs & maintains employee training information, assists in preparation of emergency recovery plans); transmits decisions & directives; assists with formulation of budgets as needed; monitors progress reports & office metrics to ensure deadlines are met (e.g., performance evaluations, training); evaluates data related to office functions to prepare reports (e.g., Weekly Work Order Request Tracking Report, OPF FTE Updates, OPF Weekly Administrative Staff Roster, OPF Dashboard); researches & responds to inquiries & complaints; composes & prepares confidential correspondence as required; schedules, attends, prepares minutes & facilitates meetings as necessary (e.g., weekly Support Services Staff meetings, meetings pertaining to training); may be required to operate motor vehicle for travel to offsite locations to perform duties (e.g. conduct training, attend meetings).	Knowledge of (1) English grammar & composition; (2) administrative practices & procedures*; (3) office policies & procedures; (4) agency regulations, policies & procedures*; (5) customer service/human relations, Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office, Excel, Outlook, Internet) Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) write routine business letters, evaluations & reports; (9) gather, collate & classify information about data, people or things; (10) move fingers easily to perform manual functions; (11) assess questions & provide appropriate information or referral; (12) handle routine & sensitive telephone, written & face-to-face contact with employees, general public, government; (13) prepare meaningful, concise & accurate reports, (14) proofread technical materials, recognize errors & make corrections, (15) cooperate with co-workers on group projects (16) deal with many variables & determine specific action; (17) maintain valid driver license. *developed after employment.

JOB CODE TITLE Executive Secretary 1

JOB CODE 16832

Appl 5/27/11 (AK)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Weathum	6-30-4

100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106210

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005693

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005714 Administrative Officer 1

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type

Bargaining Unit 22
Pay Rage 10

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:30 a.m. TO: 5:00 p.m. Monday through Friday Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE: Executive Secretary 1

JOB CODE: 16832

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Coordinates maintenance of GSD telecommunication programs & services: processes Telephone Service Requests (TSR) for relocations, configuration & removals; troubleshoots telecommunication systems for circuit outages & other problems, analyzes, tests & isolates problems; initiates equipment & line repairs by dispatching technicians &/or contacting appropriate external contractors; maintains records of all action taken; utilizes Centrex Mate software to configure phone line features; serves as liaison with telecommunication providers; updates division phone list; assists in reconciling billings for equipment against TSRs as needed.	Knowledge of 2*, 3, 4*, 5, (18) Centrex Mate software* Skill in 6 Ability to 7, 8, 9, 10, 11, 12, 14, 15, 16
10	Performs clerical tasks: files paperwork; monitors customers' request from online work order system; distributes work orders; receives, opens & time stamps incoming mail; orders supplies; attends job-related training opportunities; serves as unit event coordinator. Performs other duties as required.	Knowledge of 2*, 3, 4*, 5 Skill in 6 Ability to 9, 10, 11, 14, 15
		*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6-30-11

Appl 5/27/11 (AR)