

POSITION DESCRIPTION		AGENCY/DEPT ID DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005705 JOB CODE TITLE Administrative Professional 2 JOB CODE 16872	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Real Estate Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 09 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location & work hours subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	20	Performs public relations duties: researches & responds to inquiries & complaints; furnishes information & explains programs to customers; assists in assembling presentations & /or materials for meetings/trainings; makes phone calls on behalf of Real Estate and Planning staff; works on special assignments & projects as directed (e.g., administers annual charitable campaigns)	Knowledge of 1, 2*, 3*, 4, 5, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15	
	25	Performs clerical functions: obtains appropriate signatures on documents or forms; tracks documents from/to Attorney General Office, Deputy Director's Office, & Governor's Office; produces & compiles routine documents, spreadsheets, charts, & reports; proofreads documentations for punctuation, grammar, spelling, & content & makes corrections; delivers sensitive documents; contacts appropriate vendor for repairs to copier, fax machine, printers, lektreiver filing system, & computer; copies, scans & faxes documents; prepares & maintains files; makes labels; sorts, stamps, & distributes mail; prepares files for storage; other duties as assigned.	Knowledge of 1, 2*, 3*, 4, 6, 7 Skill in 8 Ability to 9, 10, 11, 12, 13, 14, 15, (17) maintain accurate records; (18) complete routine forms; (19) copy material accurately, recognize grammatical/spelling errors & make corrections.	
		Must obtain & maintain Notary Public Certification.	*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>E. J. [Signature]</i>	DATE 3/15/15

Apd 3.7.15 @e