

POSITION DESCRIPTION		AGENCY/DEPT ID DAS106245
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Real Estate & Planning	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005705	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20005630 Administrative Professional 4	
	<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 1 of 1
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Types complex technical material for General Services Division's Real Estate Planning & Leasing unit: produces, creates &/or merges documents (e.g., correspondence, templates, contracts, reports spreadsheets, charts) which require use & understanding of real estate, legal & construction terminology; proofreads documentations for punctuation, grammar & spelling; copies, scans & faxes documents prepares & maintains files; makes labels; sorts & distributes mails, enters data into Real Estate tracking system; utilizes template forms to generate real estate documents; obtains appropriate signatures on real estate documents or forms; tracks documents from/to Attorney General Office, Deputy Director's Office; serves as prevailing wage coordinator by performing prevailing wage tasks (e.g., attends pre-bid &/or pre-construction meetings, sets up & maintains records of payroll reports, affidavits & related documents for contractors).	Knowledge of (1) office practices & procedures; (2) agency policies & procedures *; (3) real estate, legal & construction terminology; (4) punctuation & grammar; (5) document format. Skill in (6) operation of personal computer & associated software (e.g., MSWord, Excel, Access, Outlook*) & use of Internet. Ability to (7) interpret variety of instructions in written, oral or picture form; (8) maintain accurate records; (9) complete routine forms; (10) comprehend sentences with common vocabulary; (11) copy material accurately, recognize grammatical/spelling errors & make corrections.
25	Acts as receptionist by greeting visitors, answering phones, researching & providing general information: takes messages, & routes telephone inquiries to appropriate sources; creates Word & Excel documents & updates Access database.	Knowledge of 1, (12) human relations Skill in 6 Ability to 7, 8, (13) answer routine telephone calls from public; (14) screen calls; (15) sort items into categories according to established methods.
15	Maintains office supplies & equipment: orders supplies & monitors inventory; contacts appropriate vendor for repairs to copier, fax machine, printers, lektiever filing system & computers.	Knowledge of 1, 12 Ability to 7, 8
10	Performs other miscellaneous projects & tasks: delivers sensitive documents; makes phone calls on behalf of Real Estate staff; prepares files for storage; assists in training of other employees in proper use of equipment; maintains & updates Real Estate's web page, as needed.	Knowledge of 1, 2* Skill in 6 Ability to 7, 8, 9, 13, 15
Must obtain & maintain Notary Public Certification.		*developed after employment
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ee</i>
		DATE 2/8/12

Ceph 2.7.12 (ca)

JOB CODE TITLE
Office Assistant 3

JOB CODE
12513