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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS106490 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE Properties & Facilities | COUNTY OF EMPLOYMENT Franklin |

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|---|--|--|---|---------------------------------------|
| POSITION NUMBER 20005708 JOB CODE TITLE Administrative Professional 4 JOB CODE 16874 | <input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> | |
| | USUAL WORKING TITLE OF POSITION Administrative Professional 4 | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005692 Deputy Director 5 | |
| | <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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type Administrative | Bargaining Unit 22 Page 1 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 | |
| | 50 | Provides secretarial & non-routine administrative support to Facilities Services Administrator & supervisors: independently formulates decisions & interpretations of Facilities Services policies & procedures (e.g., timekeeping, performance evaluations, training); assists field supervisors in preparing employee evaluations (e.g., provides appropriate forms; trains supervisors on completion of evaluations; types forms & goals, tracks forms & prepares section matrix, reviews evaluations for accuracy & completeness); attends meetings with & on behalf of Facilities Services Administrator (e.g., OPF building management); handles day-to-day issues as needed (e.g., prepares minutes for meetings; gathers documentation for disciplinary proceedings & grievances; assists with hiring of staff as assigned by typing interview questions, organizing applications, participating on interview panel); responds to personnel questions from field supervisors; researches & prepares reports & correspondence; handles daily office operations (e.g., maintains files, orders supplies & requests repairs to office machines); provides work direction for lower-level clerical staff. | Knowledge of (1) English grammar & composition; (2) office policies & procedures*; (3) agency regulations, policies & procedures; (4) safety practices & procedures*; (5) employees training techniques; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office). 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; | |
| | 40 | Serves as point of contact & main operator of Kronos Timekeeping System: provides training & assistance to field supervisors on system; completes bi-weekly Kronos payroll update of Facilities Services personnel; ensures times are entered accurately & timely for submission to Business Office & Employee Services payroll; researches & corrects problems with timekeeping; monitors & coordinates automated timekeeping functions for section; analyzes payroll discrepancies & requests payroll corrections; maintains job numbers in Kronos & generates billings for services. | Knowledge of 2*, 3, 4*, 5 (13) Kronos Timekeeping System. Skill in 6 Ability to 7, 8, 9, 10, 11 *developed after employment. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
| | | | <i>Jeffrey Westhoren/CC</i> | 3/1/12 |

Apd 3.1.12faw

