

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

POSITION NUMBER 20005708 JOB CODE TITLE Executive Secretary 1 JOB CODE 16832	<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 Executive Secretary 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005707 Administrative Officer 3	
	<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 22 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m. Report in location is subject to change			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
10	Assists field supervisors in preparing employee evaluations: provides appropriate forms, trains supervisors on completion of evaluations; types forms & goals		Knowledge of 4*, (12) evaluation forms Skill in 5 Ability to 7, 8, 9, 10	
10	Performs other related duties as required (e.g., acts as system administrator for Facilities Services Online Work Orders System, trains new users, creates reports for labor tracking).		Knowledge of 4* (13) work orders	
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE	
		<i>Jeffrey Westhoven/kaw</i>	3/6/09	

apd 310-09cl