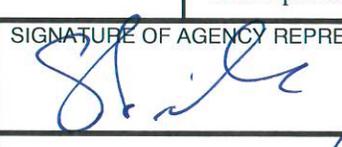


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005711	<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 Clerk 3		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 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 am                      TO: 4:00 pm                      (Report in location & work hours subject to change)			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	65	Performs specialized clerical tasks for General Services Properties & Facilities Office, Safety Services Section: assists with the access badging system activity, manages OPF call off line; assist with review of combo codes, employee attendance records, manages activity in Kronos; prepares & maintains vehicle maintenance, mileage & service records; coordinates ordering, tracking, distribution, invoice review & replacement of Facilities Management employees' uniforms & safety boots; coordinates training materials; assist in project coordination; maintains office records & files (e.g., employee files, IOC files); makes changes in filed data, adding &/or deleting information (e.g., contractor information log, access badge database); works with GSD Management team on purchase order requests for supplies, equipment & facilities security materials; confirms receipt & delivery of equipment, materials & supplies to agency users; answers phone & screens calls; provides general information.	Knowledge of (1) agency regulations, policies & procedures*; (2) public relations; (3) office practices & procedures; (4) basic mathematics. Skill in (5) operation of personal computer & associated software/hardware (e.g., MS Word, Excel, Outlook email); (6) use of calculator or adding machine. Ability to (7) deal with problems involving several variables within familiar context; (8) copy records precisely without error; (9) gather, collate & classify information about data, people or things; (10) move fingers easily to perform manual functions repeatedly; (11) assess questions & provide appropriate information or referral; (12) cooperate with co-workers on group projects.	
	25	Performs general clerical tasks: orders & inventories office supplies; files documents; greets visitors; photocopies; completes routine forms; maintains accurate records; picks up, opens, date stamps & distributes unit mail.	Knowledge of 1* 3 Skill in 5, 6 Ability to 8, 9, 10	
	10	Performs other miscellaneous duties: operates base station 2-way radio for contact & dispatch of security personnel; types miscellaneous correspondence (e.g., routine forms, cards, labels, letters bids, quotes & estimates for security staff); provides back up support for the OPF Support Services Section.	Knowledge of 1*, 3 Skill in 5 Ability to 7, 8, 9, 11	
			*developed after employment.	
JOB CODE TITLE Clerk 3	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
	JOB CODE 12113		DATE 2/17/16	

April 2/17/16 (cc)