POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005711

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:00 am TO: 4:00 pm (Report in location & work hours subject to change)

JOB CODE TITLE Clerk 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	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); processes 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 12113

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 2/5/16

Upd 2.8.16 (a)