

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106490

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
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  
20005714 Administrative Officer 1

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     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 subject to change

### 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, Facilities Management Services Section: assists with bi-weekly payroll (e.g., enters data from time cards into Kronos system, edits punch detail corrections on timekeeping system); monitors customers' request from online work order system; distributes work orders to maintenance personnel; manages office records & files (e.g., employee files, IOC files); makes changes in filed data, adding &/or deleting information (e.g., preventative maintenance log); processes purchase order requests for supplies, equipment & facilities maintenance materials; answers phone & screens calls; provides general information & schedules conference room.	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 trades personnel; types miscellaneous correspondence (e.g., routine forms, cards, labels, letters bids, quotes & estimates for skilled trades).	Knowledge of 1*, 3 Skill in 5 Ability to 7, 8, 9, 11

\*developed after employment

Cpd 2-9-12 faw

JOB CODE TITLE  
Clerk 3

JOB CODE  
12113

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ce*

*2/8/12*