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| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS/DAS105000 |
| DIVISION OR INSTITUTION General Services Division | UNIT OR OFFICE OPF - Security Services | COUNTY OF EMPLOYMENT Franklin |

| POSITION NUMBER 20005774 | <input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | | | | | | | | | |
|---|---|--|---|---------------------------------------|-----------------------------------|-------------------------------|----|---|---|----|---|--|
| | USUAL WORKING TITLE OF POSITION Radio Operator | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization | | | | | | | | | |
| | <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit 09 Page 2 of 2 | | | | | | | | |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): Hours/shift/location may vary. On call 24 hours/day, 7 days/week. (Intermittent) | | | | | | | | | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th style="width: 5%;">%</th> <th style="width: 60%;">Job Duties in Order of Importance</th> <th style="width: 35%;">Knowledge, Skills & Abilities</th> </tr> </thead> <tbody> <tr> <td>20</td> <td>Performs related security & safety functions: administers First Aid & CPR; checks personnel entering & leaving buildings under control of security command center via detection equipment; assists in maintenance of peace & order in/around assigned area; documents call-offs from employees; completes necessary reports; answers telephone inquiries.</td> <td> Knowledge of 1*, 2, 3*, 4 Skill in 5*, 6, 7 Ability to 8, 9, 10 </td> </tr> <tr> <td>10</td> <td>Performs other related duties as requested by supervisor (e.g., patrols buildings & grounds, substitutes for absent security officers, assists on-site security).</td> <td> Knowledge of 1*, 2, 3*, 4 Skill in 5*, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14. </td> </tr> </tbody> </table> | | | | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | 20 | Performs related security & safety functions: administers First Aid & CPR; checks personnel entering & leaving buildings under control of security command center via detection equipment; assists in maintenance of peace & order in/around assigned area; documents call-offs from employees; completes necessary reports; answers telephone inquiries. | Knowledge of 1*, 2, 3*, 4 Skill in 5*, 6, 7 Ability to 8, 9, 10 | 10 | Performs other related duties as requested by supervisor (e.g., patrols buildings & grounds, substitutes for absent security officers, assists on-site security). | Knowledge of 1*, 2, 3*, 4 Skill in 5*, 6, 7 Ability to 8, 9, 10, 11, 12, 13, 14. |
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| JOB CODE 52431 | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selchya</i> | | | | | | | | | |
| | | | DATE 10/6/14 | | | | | | | | | |

Appl 10.6.14 Ec