100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106495

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

POSITION NUMBER 20005783

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Office Assistant 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

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

JOB CODE TITLE: Office Assistant 3

JOB CODE: 12513

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Under direct supervision of Support Services Manager, produces complex technical materials & performs office support tasks: utilizes personal computer & associated software (e.g., MS Office) to prepare report documentation (e.g., statistical reports on building maintenance operations, payroll reports; cross references payroll time punch & leave requests for accuracy; clarifies discrepancies; prepares work orders; maintains preventative maintenance database by entering information; monitors completion of maintenance tasks & reports.	Knowledge of (1) general office practices & procedures; (2) facility management terminology*; (3) addition & subtraction; (4) agency policies & procedures* Skill in (5) operation of personal computer & related software/hardware (e.g., MS Word, Outlook email, Excel). Ability to (6) carry out instructions in written, oral or picture form; (7) deal with problems involving several variables within familiar context; (8) read copy & record figures; (9) proofread technical materials; (10) recognize errors & make correction; (11) copy records precisely without error; (12) arrange items in numerical or alphabetical order; (13) sort items into categories according to establish methods; (14) maintain accurate records; (15) prepares, meaningful, concise & accurate reports.
20	Performs clerical tasks: operates copier & fax machine; receives, opens, timestamps & distributes internal mail; maintains office records & files; sends emails, answers telephone, takes messages & routes inquiries to appropriate source; greets visitors & answers routine questions; orders office supplies.	Knowledge of 1, 2*, 4, (16) customer service/human relations. Skill in 5, (17) operation of copier & fax machine. Ability to 6, 7, 8, 10, 11, 12, 13, 14
5	Performs other related duties as needed: attends meetings; prepares reports & documents; distributes reports to various parties under direction of Support Services Manager; assists with preparing GSD construction documents.	Knowledge of 1, 2*, 4* Skill in 5 Ability to 6,7,8,9, 10, 11, 12, 13, 14

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey Westhoven/a

DATE: 10/29/10

Appl 10.29.10 (a)