100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Finance	Franklin

POSITION NUMBER 20005821

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 2	20005885 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Independently coordinates & maintains the 1199, OEA, OSTA1, OSTA15 & FOP Tuition Reimbursement Program; assumes responsibility for reviewing, approving or disapproving applications for payment; enters confidential data & monitors the computer data base; prepares check requests & financial reports & maintains files; attends confidential meetings with 1199 & OEA union officials; formulates & implements program policy on reimbursement process & application review.	Knowledge of (1) budgeting; (2) bookkeeping; (3) accounting principles; (4) office practices & procedures; (5) agency regulations & Division Work Rules*, (6) public & human relations; (7) inventory control principles; (8) electronic data processing systems. Skill in (9) operation of personal computer & associated software (e.g., MS Office, Excel & Access); (10) State Central Accounting System (CAS)*. Ability to (11) define problems, collect data, establish facts & draw valid conclusions & deal with many variables & determine specific action; (12) comprehend & record figures accurately, (13) add, subtract, multiply & divide whole number; (14) calculate fractions, decimals & percentages; (15) use proper research methods in gathering data; (16) gather, collate & classify information about data; (17) prepare meaningful, concise & accurate reports; (18) handle sensitive inquiries from & contact with officials & general public; (19) works alone on most tasks. *developed after employment

JOB TITLE Administrative Assistant 2

JOB CODE 63122 APD1 86-10 UB

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 1-21-10

100-000U

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DAS102310

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☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Administrative Assistant 2

JOB CODE 63122 APP 1-26-10 WS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Responsible for the Division's telephone & fax system (e.g., surveying service & telephone equipment needs, making recommendations for purchases of service & equipment, installing some equipment & troubleshooting on-site problems; oversees & operates Centrex Mate (thru Ameritech); monitors & reviews monthly invoices & submits to supervisor for approval; represents Division in telecommunications meetings & seminars; prepares & updates financial information on the telecommunications systems & prepares & issues Division telephone directories).	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19.
10	Assumes responsibility & authority for the Division's work cubicles. (e.g., surveys needs, serves as liaison between the Section Administrator & vendor & prepares proposals; responds to problems, makes minor equipment adjustments & works with the vendor on service & maintenance; prepares orders for new cubicle parts.)	Knowledge of 4, 5, 6, 7. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19.
15	Prepares & maintains the Employee Bond & Special Payroll Account Cash Journals using the State's computer system; maintains & processes revenue for the Division (i.e., employee reimbursements, public information requests, etc.)	Knowledge of 1, 2, 3, 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 12, 13, 14, 16, 18, 19.
5	Works on special projects as assigned by the Supervisor (e.g., researches & prepares special reports, gathers & analyzes business information, etc.); assists in the preparation & updating of Business Office policies & procedures & other written memorandums; responds promptly to telephone messages & other customer service requests; performs other duties as assigned.	Knowledge of 4, 5, 6, 7, 8. Skill in 9, 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18, 19.
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	1-21-10