

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301000

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Pay Fiscal

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005870

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Specialist 2

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

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

If FLSA Exempt, exemption type:

Bargaining Unit

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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
10	Works on special projects & other duties as assigned by supervisor; responds promptly to telephone calls/messages & other customer service request; files information/data on current events; attends any required training to keep abreast of changes in policies & procedures; attends staff meetings.	Knowledge of: 1, 2, 3, 4*, 5, 6*. Skill in: 7 Ability to: 8, 9, 10,

JOB TITLE
Fiscal Specialist 2

JOB CODE
66532
Open 12.10.14 AC

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

William J. Melatrad

12/10/14