

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS104200
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Affirmative Action/Equal Employment Opportunity Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006002	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Clerk 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006003 EEO Program Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 1
	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
65	Performs specialized clerical tasks: handles confidential discrimination complaint information; enters data into discrimination complaint database regarding complaints of discrimination received at EOD; types & mails discrimination complaint correspondence (e.g., notification of hearing letters; rejection letters; transmittal of hearing officers' reports; witness letters to agency, complainant & attorneys; EEO processing form & information complaint packets); copies, maintains & files EEO correspondence; maintains all closed complaints.	Knowledge of (1) agency regulations*; (2) policies & procedures*; (3) public relations; (4) office policies & procedures; (5) addition, subtraction, multiplication & division. Skill in (6) operation of personal computer & associated hardware/software (e.g., Windows XP, MS Word, Excel, Access, PowerPoint) & use of Internet. Ability to (7) deal with problems involving several variables within familiar context; (8) gather, collate & classify information about data; (9) cooperate with co-workers on group projects.
20	Prepares information packets for discrimination complaints & orders DAS/EOD Affirmative Action/Equal Employment Opportunity forms & brochures: prepares AA/EEO information for record retention (e.g., EEO compliance reviews, closed discrimination complaints & EEO strategic plans).	Knowledge of 1*, 2, 3*, 4, 5 Skill in 6 Ability to 7, 8, 9
10	Performs other clerical related duties for division as assigned (e.g., types, copies & files); assists with advancement of division's major programs & projects as directed; assists with preparation of materials for division trainings when needed (e.g., operates personal computer), types divisional correspondence; conducts follow-up phone calls.	Knowledge of 1*, 2, 3*, 4, 5 Skill in 6 Ability to 7, 8, 9
5	Performs other AA/EEO clerical related duties as assigned (e.g., types, copies & files EEO strategic plans & EEO/AA compliance review reports); assists EEO Enforcement Officer with preparation of handout material for AA/EEO training when needed (e.g., operates personal computer); types AA/EEO correspondence; prepares weekly reports; conducts follow-up phone calls.	Knowledge of 1*, 2, 3*, 4, 5 Skill in 6 Ability to 7, 8, 9

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/4/11
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JOB CODE 12113
 JOB CODE TITLE Clerk 3
 Appd 10/4/11 BMD