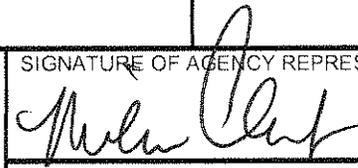


POSITION DESCRIPTION		AGENCY/DEPT ID DAS/104100
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Administrative Unit	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006008 (3416.0)	<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 2		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005981 (3000.0) Deputy Director 5
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:
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
30	Performs general clerical duties: produces general correspondence & reports; generates spreadsheets, charts, graphs, mailing labels & other routine documents; maintains files (e.g., makes new file folders, files correspondence in appropriate file folders, assures that files are filed in alphabetical order); performs data entry into EOD databases.	Knowledge of (1) office practices & procedures; (2) public relations. Skill in (3) operation of personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel & Access) & office equipment (e.g., fax machine, photocopier). Ability to (4) interpret variety of instructions in written, oral, picture or schedule form; (5) sort items into categories according to established methods (e.g., alphabetically, numerically & chronologically); (6) greet public, answer telephone & handle face-to-face contact.
60	Acts as receptionist: answers incoming calls; takes messages & transfers callers to appropriate person; greets customers & guests; opens, logs & distributes incoming mail; maintains computerized database on incoming mail for tracking purposes; makes photocopies & faxes documents.	Knowledge of 1, 2 Skill in 3 Ability to 4, 5
10	Performs other related duties: explains various divisional programs to visitors; researches programming activities to respond to inquiries.	Knowledge of 1, 2 Skill in 3 Ability to 6

apd 7-28-09 cl

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/27/09
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