

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Officer	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006022	<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		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<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 9 PR 27 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	
	70	Under general supervision of Management Analyst Supervisor 2, provides general secretarial assistance by performing routine administrative tasks for the Office of Information Technology (OIT) Business Office: prepares & responds to correspondence; provides oral & written explanations to internal & external inquiries related to OIT; serves as support person for billing group functions as assigned: research and gather documentation, monitor invoice credits, utilize databases to updated customer information, etc; serves as support person for procurement group functions as assigned: scans and indexes OIT contracts into database, maintains paper copy files of OIT contracts and other documents, distributes as directed.	Knowledge of (1) administrative practices & procedures; (2) state, Office of Information Technology & IGD policies & procedures*; (3) office practices & procedures; (4) English grammar & composition. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, state mainframe*). Ability to (6) communicate effectively in writing & orally; (7) handle general & sensitive inquiries from & contacts with officials & general public; (8) deal with problems involving several variables within familiar context; (9) interpret instructions in written or oral form; (10) write routine business letters following standard procedures; (11) arrange items in numerical or alphabetical order; (12) move fingers easily to perform manual functions.	
	30	Performs other related clerical duties: answers telephone; takes messages & screens calls; greets & directs visitors; receives & distributes mail; maintains & updates files; maintains office supplies & commonly used forms; assists section managers with scheduling meetings (e.g., contacting participants, scheduling conference rooms, typing agendas); photocopies, faxes, scans & mails documents & correspondence; types routine forms; acts as section records retention officer; maintains office equipment (e.g., replaces toner cartridges, contacts vendors for repairs, orders supplies).	Knowledge of 1, 2*, 3, 4, (13) state retention schedules)* Skill in 5 Ability to 6, 7, 8, 9, 11, 12. *Developed after employment.	
JOB CODE 16871	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 12/27/11	

POSITION NUMBER
20006022

JOB CODE TITLE
Administrative Professional 1

JOB CODE
16871