

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS505560
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE ISD/MARCS	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006370	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006359 Data Systems Administrator	
	<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  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:30 am    TO: 4:00 pm			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	75	Performs non-routine administrative tasks: independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures for Multi-Agency Radio Communication System (MARCS) program in order to resolve problems; reviews contractor invoices, determines situational urgency & independently takes action; coordinates maintenance with vendors for equipment failures; acts as liaison between user agency management level personnel, MARCS project team & MARCS Quality Assurance contractor; prepares correspondence, reviews & summarizes reports, researches & prepares data for budget inclusion; communicates decisions, directives & assignments to appropriate staff; prepares confidential correspondence & reports, maintains confidential files, maintains calendar of events for office, takes & transcribes dictation or minutes of meetings.	Knowledge of (1) English grammar & composition; (2) office practices & procedures; (3) agency policies & procedures*; (4) government structure & process*; (5) customer service techniques; (6) telephone etiquette; Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Office); (8) operation of office machines (fax, copier); Ability to (9) apply principles to solve everyday problems; (10) write routine business letters; (11) maintain accurate records; (12) gather, collate & classify information about data, people, or things; (13) move fingers easily to perform manual functions; (14) assess questions & provide appropriate information or referral	
	25	Performs clerical duties: receives, opens, logs, & distributes incoming mail; answers phone & screen calls; greets & directs visitors; maintains inventory of office supplies & orders stock as needed; maintains office files & retrieves information; prepares records retention & disposal schedules & arranges record transfers.	Knowledge of 1, 2, 3*, 4*, 5, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14.	
JOB CODE 16874 JOB CODE TITLE Administrative Professional 4 apd 11/9/11 pm	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 11/21/11	