

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

POSITION NUMBER 20006370	<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 type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Admin
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm			
JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance		Knowledge, Skills and Abilities
75	Perform non-routine administrative tasks on behalf of Multi-Agency Radio Communication System (MARCS) Administrator: independently formulate decisions about policies and procedures to resolve problems; review and approve invoices, determine situational urgency and independently takes action; research and prepare requests to purchase (RTPs); coordinate maintenance with vendors for office equipment failures; acts as liaison between user agency management level personnel, MARCS project team and MARCS office manager; prepare correspondence, review and summarize reports, communicate decisions, directives and assignments to appropriate staff; prepare confidential correspondences and reports, maintain confidential files, maintain calendar of events for office, take and transcribe dictation or minutes of meetings.		Knowledge of (1) English grammar and composition; (2) office practices and procedures; (3) agency policies and procedures*; (4) government structure and process*; (5) customer service techniques; (6) telephone etiquette; Skill in (7) operation of personal computer and Microsoft Office Professional; (8) operation of office machines (e.g. fax, copier); Ability to (9) apply principles to solve everyday problems; (10) write routine business letters; (11) maintain accurate records; (12) gather, collate and classify information about data, people, or things; (13) move fingers easily to perform manual functions; (14) assess questions and provide appropriate information or referral.
25	Perform other secretarial and clerical duties: receive, open, log, and distribute incoming mail; answer and screen calls; greet and direct visitors; maintain inventory of office supplies and orders stock as needed; maintain office files and retrieves information; prepare records retention and disposal schedules and arranges record transfers, and other duties as assigned.		Knowledge of: 1, 2, 3, 4, 5, 6 Skill in: 7, 8 Ability to: 9, 10, 11, 12, 13, 14.
JOB CODE 16874	List Position Numbers and Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 6-28-16