

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

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit

If FLSA Exempt, exemption type: Admin

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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 & Abilities |
|----|--|---|
| 75 | Perform non-routine administrative tasks on behalf of Multi-Agency Radio Communication System (MARCS) Administrator: independently formulates decisions about policies & procedures to resolve problems; reviews & approves invoices, determines situational urgency & independently takes action; researches & prepares requests to purchase (RTPs); coordinates maintenance with vendors for office equipment failures; acts as liaison between user agency management level personnel, MARCS project team & MARCS office manager; prepares correspondence, reviews & summarizes reports, communicates decisions, directives & assignments to appropriate staff; prepares confidential correspondences & 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 & 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 & 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 other secretarial & clerical duties: receives, opens, logs, & distributes incoming mail; answers & screen calls; greet & directs visitors; maintains inventory of office supplies & orders stock as needed; maintains office files & retrieves information; prepares records retention & disposal schedules & 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 TITLE
Administrative Professional 4

JOB CODE
16874
APD - 7-20-12 - WRS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7/5/12