# POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Administrative Support | Office of Properties and Facilities | Franklin |

POSITION NUMBER
20072328

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| College Intern | See Table of Organization |

| | | | |
|---|---|---|---|
| ☐ Permanent<br>☒ Temporary<br>☐ Intermittent | ☐ Classified<br>☒ Unclassified<br>☐ Essential | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit 00<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. **(Part-time)** Report in location & work hours subject to change.

JOB CODE TITLE
College Intern

JOB CODE
99940

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 70 | Assist Office of Properties & Facilities staff under direction of Support Services Manager with essential office functions: provides assistance with confidential HR activity & maintaining staff locations; utilizes Excel, Word & other Microsoft office products to prepare reports; conducts research & compiles information received; assists with maintaining contracts, vendors & facilities databases; manages filing system, public records requests, document destruction & records retention; assists with setting up & tracking projects; takes messages; greets visitors; operates copier & fax machines. | Knowledge of (1) office practices & procedure, (2) agency policies & procedures relating to employment*<br>Skill in (3) operation of personal computer & associated hardware/software (e.g., Microsoft Word, Excel, Access, PowerPoint, Visio, Outlook, Internet, OAKS*); (4) operation of office equipment (e.g., calculator, telephone, copier & fax machine).<br>Ability to (5) carry out detailed written or oral instructions; (6) count, do basic addition & subtraction (7) proofread & copy materials accurately; (8) recognize & correct grammatical & spelling errors; (9) gather, collate & classify information about facilities and vendors; (10) use of proper research in gathering information; (11) provide good customer service (12) work alone on most tasks; (13) prepare accurate reports. |
| 30 | Provides routine clerical support: reviews & proof reads documents; copies files & other documents; scans documents & files electronically; opens, time-stamps, sorts & distributes incoming mail; creates, organizes & maintains files; prepares room reservations; maintains call off reports & work order database; maintains office supplies; performs other miscellaneous duties as assigned. | Knowledge of: 1<br>Skill in: 3, 4 (e.g., copier, shredder).<br>Ability to: 5, 7, 8, 9, 10, 11, 12<br><br>*developed after employment. |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 11/7/14 |

Appd 11.7.14 (e)