

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Properties and Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20072328	<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 College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 00 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 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* 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). 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 Skill in: 3, 4 (e.g., copier, shredder). Ability to: 5, 7, 8, 9, 10, 11, 12	
			*developed after employment.	
JOB CODE TITLE College Intern JOB CODE 99940	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	
			DATE 11/7/14	

Appl 11.7.14/ce