

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105625
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Architect's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20076291	<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 SAO Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005496 Administrative Assistant 2	
	<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 98 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00a.m. TO: 5:00p.m. Report in location subject to change.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
50	Provides support & assistance to Project Services unit on various projects: assists with renewal process for Consultant , Energy & Constructability Contracts (e.g., RFQ's, contracts, Purchase orders, MOU's); assists with SAO OAKS Workflow entries; performs faxing & word processing; creates mail merges; performs scanning of F110-330 forms, contractor evaluations, & other various documents; enters data in CIPTS / OAKS-CI & bid results on SAO website; serves as unit backup on main phone line & unit filing; cooperates with co-workers on group projects.	Knowledge of: (1) agency regulations, policies & procedures*; (2) office practices & procedures* Skill in (3) operation of a personal computer & related software (e.g., Microsoft Word, Excel, Outlook & PowerPoint); (4) operation of calculator, telephone, shredder, copier & fax machine. Ability to (5) carry out detailed but basic written or oral instructions; (6) apply principles to solve practical, everyday problems; (7) count, do basic addition & subtraction; (8) read, comprehend & record figures accurately; (9) copy materials accurately & recognize grammatical & spelling errors; (10) maintain accurate records & files; (11) perform basic web-site updates.		
20	Coordinates special projects for State Architect's Office: maintains training database (e.g., requests lists of completed training, enters data into spreadsheet, compiles/summarizes data); assists in coordinating 360 evaluation pilot project (e.g., communications, creating survey & other documents, tracking of evaluations, maintaining records).	Knowledge of 1*, 2* Skill in 3, 4 Ability to 5, 6, 7, 8, 9, 10		
20	Provides clerical support to SAO College program: reviews approximately 6,000 SAO College attendee addresses for duplicates; consolidates SAO College mailing list; assists with graphic design for SAO College materials (postcard, posters, flyers).	Knowledge of 1*, 2* Skill in 3, 4 Ability to 5, 6, 7, 8, 9, 10		
10	Assists with creating web links & basic website updates: moves Notices of Commencement to OAKS CI site & creates link for each file; assists with migration of SAO content from previous web site to current web site; cooperates with co-workers on group projects; performs additional duties as assigned.	Knowledge of 1*, 2* Skill in 3, 4 Ability to 5, 6, 7, 8, 9, 10, 11 *developed after employment.		
99940	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i>	DATE 7/22/10	

App 7.22.10 (aw)