

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Risk Management	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20077229	<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 Administrative Professional		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 checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 14  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 10:00 a.m.    TO: 2:00 p.m. <b>(Part-time)</b> Report in location & work hours subject to change.			
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>				
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Relieves supervisors by performing routine administrative tasks in a technical environment: makes recommendations regarding program activities specific to underwriting & statistical functions; assists in developing new procedures related to established program policy; researches & analyzes documents, materials, information & programs; provides technical information & advice to Administrator to aid in decision making; transmits decisions & directives; edits existing report queries in SAP Business Objects; creates ad hoc reports in SAP Business Objects; performs initial troubleshooting of failed reports & escalates the issue if necessary; assists in creating & maintaining complex excel spreadsheets relating to statements of values for insurance programs, premium allocations & billing summaries; performs data entry of billable insurance & fee related expenses into billing application; sets up incoming loss notices & enters data into risk management information system; creates electronic folder to store documentation; receives, reviews, & enters information from weekly warrant report; receives & enters information from customer satisfaction survey; reviews, enters, generates, & maintains motor vehicle liability endorsements.	Knowledge of (1) general office practices & procedures; (2) Office of Risk Management office policies & procedures*; (3) Excel formulas; (4) basic math. Skill in (4) operation of personal computer & associated software (e.g., MicroSoft Word, Excel, Adobe Acrobat Professional, Outlook, OAKS* & use of internet); (5) data entry; (6) SAP Business Objects reports* Ability to (7) interpret variety of instructions in written, oral or picture form; (8) complete routine forms; (9) deal with problems involving few variables within familiar context; (10) read, copy & record figures; (11) proofread material, recognize errors & make corrections; (12) use formulas in Excel; (13) use math functions such as add, subtract, multiply, divide, percentages; (14) write and edit queries (SQL based) (15) organize data to create reports.		
30	Maintains business function of administrator's office: creates & edits risk management fillable pdf forms; orders supplies & monitors inventory; maintains & updates Risk Management's web page, as needed; conducts records retention for office; trains employees in proper use of equipment; sets up work area for new employees, maintains office physical assets inventory; types complex technical material for Office of Risk Management.	Knowledge of 1, 2* Skill in 3, 4, 5 Ability to 5, 6, 7, 8, 9, 10, 11, 13, (16) answer routine telephone calls from public; (17) sort mail & arrange items in numerical or alphabetical order; (18) asset management*; (19) records retention*		
30	Performs clerical tasks: sorts & distributes mail; copies, scans, & faxes documents; answers office's general telephone number & provides basic information to inquirer or routes calls to appropriate staff; creates labels & mail merge documents; distributes reports; maintains claims & contacts lists for office; provides administrative support as requested; performs other duties assigned.	Knowledge of 1, 2* Skill in 3, 4, 5* Ability to 5, 6, 7, 8, 9, 10, 11, 13, 16, 17  *developed after employment.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 4/9/15	

Apd 4-09-15(ce)

JOB CODE TITLE  
Administrative Professional 2  
  
 JOB CODE  
16872