

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS105800

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Risk Management

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20077229

Reclassification       New Position       Update      Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: College Intern      POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005618 Management Analyst Supervisor 1

Permanent       Classified      Overtime:  Eligible       Exempt      Bargaining Unit 98  
 Temporary       Unclassified  
 Intermittent       Essential      If FLSA Exempt, exemption type:      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
70	Provides administrative support to Office of Risk Management: assists with set up for incoming claims; enters data into RiskMaster browser based system; assists with gathering underwriting information for upcoming renewals for property, liability & bonding programs; assists with formatting raw data & developing spreadsheets for underwriting & risk management analysis; assists with data cleansing; scans various documents to create Adobe Acrobat PDF files & fillable forms; scans photographs to create electronic jpeg images; creates hyperlinks to documents & photos within database applications.	Knowledge of: (1) Risk Management office practices & procedures*. Skill in: (2) operating a PC including proficiency with Microsoft Office programs, Adobe Professional, Adobe Designer & Internet Explorer; (3) development of complex excel spreadsheets, including filtering, sorting & formulas; Ability to (4) interpret variety of instructions in written, oral, picture or schedule form.
30	Provides basic clerical support functions for office: answers phone; makes copies; distributes mail; prepares mailings; performs other miscellaneous assigned duties as needed.	Knowledge of 1* Skill in 2 Ability to (5) copy material accurately & recognize grammatical & spelling errors; (6) sort items into categories according to established methods.  *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

*Jeffrey Wlosthoven/ce*

9/28/09

apal 9-29-09al