100-300N

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104300

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Minority Business Enterprise / Encouraging Diversity, Growth and Equity Unit	Franklin

POSITION NUMBER 20078692

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Clerk 3	20005985 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m

JOB CODE TITLE Clerk 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Performs specialized clerical duties: produces general correspondence & reports; generates spreadsheets, charts, graphs, mailing labels & other routine documents; maintains files (e.g., makes new file folders, files correspondence in appropriate file folders, assures that files are filed in alphabetical order); performs data entry into EOD databases; updates & maintains MBE/EDGE vendor registrations; sorts & assembles certification documents; types letters & coordinates 119 hearings, drafts letters as required; arranges appointments; maintains & submits vehicle maintenance logs; updates MBE/EDGE certification dates in OAKS; monitors agency submissions that have been entered into Contract Tracking System (CTS); creates/develops tracking systems.	Knowledge of (1) agency regulations*; (2) policies & procedures; (3) public relations; (4) office practices & procedures; (5) addition, subtraction, multiplication & division. Skill in (6) operation of personal computer & associated hardware/software (e.g., Windows XP, MS Word, Excel, Access, PowerPoint) & use of Internet. Ability to (7) deal with problems involving several variables within familiar context; (8) gather, collate & classify information about data; (9) cooperate with co-workers on group projects; (10) interpret variety of instructions in written, oral, picture or schedule form; (11) sort items into categories according to established methods (e.g., alphabetically, numerically & chronologically.
20	Prepares information packets for MBE/EDGE applicants: orders MBE/EDGE forms & brochures; prepares MBE/EDGE information for record retention (e.g., onsite compliance reviews, closed MBE/EDGE files & MBE/EDGE projection plans).	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9
10	Provides assistance to other program areas as needed (e.g., types, copies & files): assists with advancement of division's major programs & projects as directed; assists with preparation of materials for division trainings when needed (e.g., operates personal computer), types divisional correspondence; conducts follow-up phone calls; acts as relief for receptionist (e.g., answers incoming calls, takes messages & transfers callers to appropriate person, greets customers & guests, opens, logs & distributes incoming mail, maintains computerized database on incoming mail for tracking purposes, makes photocopies & faxes documents.	Knowledge of 1, 2, 3, 4 Skill in 6 Ability to 7, 8, 10, 11, (12) greet public, answer telephone & handle face-to-face contact.

JOB CODE 12113

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	10/1/09

Appl 10-1-09 [illegible]

100-300N

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS104300

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Minority Business Enterprise / Encouraging Diversity, Growth and Equity Unit	Franklin

POSITION NUMBER 20078692

☐ Reclassification ☒ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005985 EEO Program Manager

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Performs other MBE/EDGE duties as assigned: types, copies & files MBE/EDGE projection plans & onsite compliance review reports; assists EEO Contract Officer with preparation of handout materials for trainings, when needed (e.g., operates personal computer); types correspondence; prepares weekly reports; conducts follow-up phone calls; attends trainings, as required; assists with designing marketing materials.	Knowledge of 1, 2, 3, 4, 5 Skill in 6 Ability to 7, 8, 9, 10, 11, 12

JOB CODE TITLE
Clerk 3

JOB CODE
12113

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE 10/01/09

Appl 10-1-09 CC