

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☒ EXISTING POSITION

Agency
Number

276

Part I - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name KDOT Kansas Department of Transportation		9. Position No. K0235153 / 05-03-00-807		10. Budget Program Number 0130	
2. Employee Name (leave blank if position vacant)				11. Present Class Title (if existing position) Administrative Assistant UNCL / Non-Exempt Administrative Assistant – working title – Backup to AOM	
3. Division Field Operations				12. Proposed Class Title	
4. Section District 5		For Use By Personnel Office	13. Allocation		
5. Unit Area Three - Administration			14. Effective Date		
6. Location (address where employee works) City: Winfield County: Cowley			15. By		Approved
7. (circle appropriate time) Full time X Perm. X Inter. Part time Temp. 100%			16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM AM/PM To: 4:30 PM		17. Audit Date: By: Date: By:		Position Number	

PART II - To be completed by department head, personnel office, or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

Provides clerical support for the Area through receptionist duties, data entry, and typing on PC. Serves as assistant and backup to the Area Office Manager (Administrative Specialist).

19. Who is the supervisor of this position? (Person who assigns work, gives directions, answers questions and is directly in charge)?
Who evaluates the work of an incumbent in this position?

Name	Title	Position #
Amanda Walker	Administrative Specialist (Area Office Manager)	05-03-00-806 / K0239393

20. a) How much latitude is allowed for the employee in completing the work? b) What kinds of instructions, methods, and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

(a, b & c) Considerable latitude to perform duties as assigned and carried out under general supervision in accordance with documented policies and procedures.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties): **What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for? **Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No.	%	E or M	Work is reviewed in general by the Area Office Manager, Maintenance Superintendent, and Area Engineer for accuracy, completeness, neatness and for compliance with policies, instructions, and adherence to standard procedures.
1.	35%	E	Serves as liaison for the Area office; communicates and responds to inquiries from the public, vendors, KDOT personnel, law enforcement personnel, and other state agencies concerning various issues including, but not limited to, road information, highway permits, employment applications, policies and procedures. In the absence of the Area Superintendent, Area/Metro Engineer, and Area Office Manager, this position is responsible for the Road Condition Reporting system (RCRS) entry and/or Alert Bulletins for public safety. Audits and approves invoices, bills and related documents for payment; keeps associated files. Checks for errors and contacts vendors to make necessary corrections. Issues requisitions, computes, codes and enters into system. Assists in maintaining accounting and cost records.
2.	20%	E	Receives and logs credit card receipts; prepares tabulations and summary sheets of credit card receipts; reconciles and checks for proper coding. Processes for payment. Receives fuel bids, orders fuel, monitors supply. Verifies and keys daily fuel issues.
3.	10%	E	Checks employee and/or equipment timesheets for accuracy and proper coding, makes simple/routine corrections when necessary (such as standard project codes, equipment number, etc.) and resolves obvious problems with employee or supervisor. Upon ascertainment of accurate information, enters data into system.
4.	5%	E	Upon receipt of error listings, reconciles employee time reports, equipment time reports and accomplishment reports, and makes appropriate corrections in system.
5.	5%	E	Prepares information for personnel transactions such as new appointments, terminations, etc. in compliance with KDOT SOM's. Sends completed DOT forms to district office for entry, ensuring accuracy of information. Provides benefits information to employees as requested, such as answering questions about GHI, flexible spending accounts, KPER's etc. In absence of Administrative Specialist, assists new employees with completing personnel paperwork and signing up for benefits. Obtains pertinent personnel and payroll information/documents such as withholding certificate, I-9, etc. Performs the routine duties and responsibilities of that position.
6.	5%	E	Orders supplies on own initiative or as directed. Receives supplies and stocks appropriately. Maintains inventory records. Issues and records stock items as requested for repair of equipment, highway maintenance work and highway use. Maintains stockroom in orderly manner.
7.	5%	E	Completes and types travel vouchers for employees including all appropriate fields; ensures all codes and dollar amounts are correct and in compliance with policies, regulations and procedures.
8.	5%	M	Provides complicated information to general public as appropriate regarding subjects such as civil service process, specific job vacancies and employment applications, highway access permits, Adopt-A-Highway Program, etc. Check documents submitted by public (i.e. job applications) for completeness.
9.	5%	M	Operates and makes minor adjustments to duplicating equipment and fax machine.

			Performs related work as assigned, including serving as receptionist and operates two-way radio in relaying instructions and receiving information.
10.	5%	M	During emergency situations, the employee is expected to report to duty within a reasonable time of proper notification and work for extended periods of time (12-hour shifts). Expected to report for duty for communications activities or for inventory items. Must be capable of performing the essential physical functions detailed in Section 28.
		E	Must be capable of performing the essential physical functions detailed in Section 28.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation for qualified people with disabilities.

22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
() Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name	Title	Position #
		K0000000 / 00-00-00-000

23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
(X) Moderate loss of time, injury, damage or adverse impact on the health and welfare of others.
() Major program failure, major property loss, or serious injury or incapacitation.
() Loss of life, disruption of operations of a major agency.

Please give examples.

24. For what purpose, with whom and how frequently are contacts made with the public, other employees, or officials?

Daily contact is with vendors, the public, KDOT employees and other governmental agencies concerning procurement, personnel and other administrative issues and contact during performance of receptionist duties.

25. What hazards, risks or discomforts exist on the job or in the work environment?

- () Frequent exposure to extreme cold/heat wet/humid conditions.
() Exposure to mechanical parts such as but not limited to, muffler, exhaust pipes, and other radiant energy equipment.
(X) Exposure to noise, vibrations, fumes, odors, gases, dust and/or poor ventilation.
() Works in traffic.
(X) Other: Normal office environment; some hazards associated with work in storage yard and shop.

26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily: General office equipment, two-way radio, personal computer.

Occasionally: Automobile

For more specific information on equipment used regularly please see Section 28.

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education – General

Education or Training - special or professional

Licenses, certificates, and registrations

Employee must maintain a Class C Driver License

Special knowledge, skills, and abilities

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Minimum Requirements: Six months of experience in general office, clerical or administrative support work. Education may be substituted for experience as determined relevant by the Agency.

ESSENTIAL PHYSICAL FUNCTIONS/DUTIES - Duties that are fundamental to the position based on the function and the results to be achieved, rather than the manner in which they are being performed. Duties that are directly related to the reason the position exists and cannot be reassigned without changing the nature of the position. All job duty physical demands are essential physical functions of this position, and the employee must be able to perform them.

Definition of Frequency:

Occasional= 1-33% (1 - 100 reps) Frequent= 34-66% (101 - 500 reps) Continuous= 67- 100% (500+ reps)

Job Duty	Job Duty Physical Demands/Comments	Weight/Force	Frequency
Stock/retrieve items from the storage room	Walk - To access items in storage room	N/A	Occasional
	Stand - To stock items in storage room	N/A	Occasional
	Climb, Stair - 4 Steps. To use a 4-step rolling shop ladder w/rails (like stair climb), to access items on higher shelves as needed	N/A	Occasional
	Climb, Stairs- 12 steps, 1-2 times/year. To store file boxes in storage loft.	N/A	Occasional
	Lift – Floor to knuckle height - To move a case of paper 1-2 times/ week; To move items such as trash liners (25 lbs.), case of motor oil (25 lbs.).	50 lbs.	Occasional
	Lift, Floor to Shoulder – Floor – 51” ht; To move items such as washer fluid (8 lbs.) sign bolts (12 - 22 lbs.), signs (10 lbs.), etc.	20 lbs.	Occasional
	Carry – To store file boxes in storage area, 1-2 times a year (100 feet)	35 lbs.	Occasional
	Carry – To move a case of paper 1-2 times a week. Lift, Waist to shoulder – To access/handle largest binder(s) from desktop to shelf above desk (30 to 54)	50 lbs.	Occasional

Job Duty	Job Duty Physical Demands/Comments	Weight/ Force	Frequency
Complete Inventory Audit (1-2 times a year)	Walk - Indoors and outdoors. To access all storage buildings, storage rooms, etc.	N/A	Occasional
	Stand - To count all inventory	N/A	Occasional
	Climb, Stairs - 3 Steps. To use a 3-step rolling shop ladder w/rails (like stair climb), to access items on higher shelves as needed	N/A	Occasional
	Forward Bend- To view and/or reach items at low levels, on bottom shelves, etc.	N/A	Occasional
	Crouch and/or kneel- To view and/or reach items at low levels, on bottom shelves, etc.	N/A	Occasional
	Lift, Floor – Waist -To move items such as 5-gallon bucket of degreaser (40 lbs.), box of weed killer (50 lbs.), case of RainX (50 lbs.).	50 lbs.	Occasional
Measure the fuel levels (1 x week)	Walk - To access fuel areas.	N/A	Occasional
	Stand - To check fuel levels by inserting measuring stick	N/A	Occasional
	Kneel or crouch – Less than 1 minute; To unlock/lock access to the diel at ground level	N/A	Occasional
	Lift, Horizontal – Floor to floor to remove/replace the fuel lid	20 lbs.	Occasional

Signature of Employee Date

Signature of Personnel Official Date

Signature of Supervisor Date

Signature of Agency Head or
Appointing Authority Date