

	<b>T.C. FIRAT UNIVERSITY</b> <b>JOB DESCRIPTION FORM</b>	
	<b>FACULTY/DEPARTMENT</b>	Faculty of Health Sciences
	<b>AFFILIATED UNIT</b>	Dean/Faculty Secretary
	<b>TITLE</b>	Computer Operator/Dean Secretary
	<b>NAME SURNAME</b>	Gülşah AKTO

### **JOB DESCRIPTION**

To fulfil the works and transactions for which he/she is responsible within the framework of the powers required by his/her title in accordance with the law and other legislative regulations; to perform essential and continuous public services carried out according to the principles of general administration.

### **DUTIES, AUTHORITIES AND RESPONSIBILITIES**

1. To check the letters and faxes received by the Dean's Office and to forward them to the relevant places within the unit.
2. To carry out the procedures in accordance with the instructions given by the Dean.
3. To send mails (invitations, announcements, congratulations, etc.) given by the Dean.
4. To make the connection of the phones requested by the Dean's Office.
5. To have the Dean sign the letters sent or received to the Dean's Office and send them to the relevant units.
6. To carry out conformity approval procedures.
7. To carry out unit filing procedures, to ensure the delivery of materials to be transferred to the archive.
8. To carry out web page responsibility; to announce announcements, announcements, information, etc. on behalf of the Faculty on the web page.
9. Receiving the letters related to the unit and signing the minutes.
10. To carry out other works and procedures assigned by the senior manager(s) to whom he/she is affiliated.

### **QUALIFICATIONS REQUIRED BY THE TASK**

- To have the conditions specified in the Civil Servants Law No. 657.
- To have the necessary decision-making and problem-solving qualifications to carry out the activities in the best way.

### **LEGAL BASIS**

- Law No. 657 on Civil Servants