

	T.C. FIRAT UNIVERSITY JOB DESCRIPTION FORM	
	FACULTY/DEPARTMENT	Faculty of Health Sciences
	AFFILIATED UNIT	Dean/Faculty Secretary
	TITLE	Computer Operator/ Print Photocopy
	NAME SURNAME	M. Nuri GÜROCAK

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, POWERS AND RESPONSIBILITIES

1. Recording incoming documents and directing them to the referred unit.
2. To carry out printing and photocopying operations.
3. To carry out other works and procedures assigned by the senior manager / managers 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