



## TURKISH-GERMAN UNIVERSITY

DEPARTMENT **FACULTY OF LAW**

DOCUMENT TYPE **PERSONNEL JOB DESCRIPTION**

### EMPLOYEE

NAME AND SURNAME	TITLE	RESPONSIBLE MANAGEMENT		
Alper TEMELEVREN	Functionary	Faculty Secretary	Vice-Dean	Dean

### YOUR TASKS AND RESPONSIBILITIES

1. Regular review of the EBYS module (Electronic Document Management System), writing letters and their attachments as part of your service, organizing charts/forms, classifying incoming and outgoing physical documents by entering them in the file and archiving them for consultation.
2. Preparing correspondences for signature by providing the necessary data on topics related to your area of responsibility.
3. Determining required teaching materials in the classrooms and providing them.
4. Submitting weekly reports as Movable Property Officer to the relevant systems of the Movable Property Registrar to process all movable property transactions in the floor of faculty of law.
5. Regularly controlling the floor of the Faculty of Law in the Faculty building, ensuring that it is cleaned, informing the relevant departments for the elimination of determined defects and tracking of it.
6. Reporting any possible changes to the person in charge for registration of movable assets in case of arrangement or displacement of the equipments used in the units of the Faculty of Law, registration of equipments to the inventory or removing of them from the inventory.
7. Providing consumables, maintenance and repair of the equipment used in the units.
8. Reproducing and storing the examination documents and making them available to the lecturers on request together with the examination cubes.
9. Fulfilling other tasks assigned by superiors.
10. Provided that your primary duties remain in your possession; assisting Officer Mustafa SEZER in carrying out the work/tasks for which he is responsible when he is absent from duty for a legal reason.