

JOB DESCRIPTION QUESTIONNAIRE

Name: _____

JOB DESCRIPTION QUESTIONNAIRE

NAME	____ LESLEY GROFF _____	DATE	____ MARCH 10, 2010 _____
JOB TITLE	____ ASSISTANT TO JEFFREY EPSTEIN AND DARREN INDYKE _____	WORK PHONE	____ [REDACTED] _____ ____ [REDACTED] _____
ENTITY OF EMPLOYMENT	____ _DKIPLLC _____ _____	EMAIL	____ [REDACTED] _____ _____

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1. What is the purpose of your job? Summarize in 25-to-35 words

To provide support and manage day-to-day affairs...organize and manage all filings.

2. What are the key duties and responsibilities of your job? If possible estimate approximately what percent of time, averaged over the course of the week, do you spend on achieving this responsibility?

Key Responsibilities	Percent of Time
1. Scheduling and calendaring of Jeffrey's day to day appointments and life!	
2.act as gate keeper, screen, route and handle telephone calls, conf. calls, emails, texts, fed ex	
3.Direct and supervise house staff, personal driver, pilots, etc.	
4. Act as liaison between all internal staff	
5. Manage and organize filing system	
6. Manage apartment schedule	

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7. Coordinate travel, transportation and accommodations	
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3. For which entities do you provide service?

DKIPLLC, Jeffrey



4. List the decision making, expenditure authority you have and the \$ amount of your approval limit.

1. Current -I have access to a petty cash account ...sometimes use personal credit card to purchase misc things for Jeffrey ...all is fine
2. If you believe you could perform you job more effectively with additional responsibility/limits please indicate.



5. Please list your any degrees, licenses, certifications or registrations needed to perform the key responsibilities of your job.

Bachelor degree from the University of Texas

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6. Supervision

1. To whom do you report? Who provides guidance to your position?

Jeffrey and Darren

2. What employees do you supervise and/ or provide guidance? (if you supervise IG staff please indicate the department and the senior person/persons in that department)

I provide guidance to House Staff, drivers, sometimes Sarah and pilots...whoever Jeffrey would like me to liaise with



7. IF you indicated you are a supervisor please estimate how many employees you supervise?

_____ Directly =

_____ Indirectly =

Thank you for completing the Job Description Questionnaire. Please return it to Darren Indyke. If you have additional job-related information you wish to provide, please enter them here:
