

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Services

UNIT OR OFFICE
Employee Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
524.0 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Provides secretarial & non-routine administrative support to Office of Employee Services (OES) Administrator & staff: independently formulates decisions &/or judgments involving non-legal interpretations of OES policies & procedures; receives & logs requests for action on Position Descriptions (PD); prepares application folders; communicates decisions, directives & assignments to appropriate staff; receives, sorts, & distributes incoming mail; answers multi-line phone system & forwards calls to appropriate staff member or other agency personnel; develops & maintains office procedures & record keeping mechanisms; researches personnel files for requested data; types & distributes confirmation letters to new employees; creates new employee personnel & benefits files & makes changes to existing files; reviews data on Activity & Applicant database tables for accuracy & makes corrections; distributes personnel forms (e.g., applications, disability, health insurance, performance evaluations, & tuition reimbursement) to applicants & employees upon request; accesses confidential information on IBM mainframe to research inquiries (e.g., benefits, employment information); prepares lists for bi-weekly New Employee Orientation.	Knowledge of (1) English grammar & composition; (2) agency practices & procedures*; (3) public relations; (4) customer service practices; (5) administrative practices & procedures*; (6) multi-line telephone system*. Skill in (7) use of personal computer & related software (e.g., MS Word, Excel, Access). Ability to (8) write routine business letters, evaluations & records; (9) define problems, collect data, establish facts & draw valid conclusions; (10) assess questions & provide appropriate information or referral; (11) read, comprehend & record words & figures accurately; (12) function in a fast-paced, often distracting environment; (13) deal with problems involving several variables in familiar & unfamiliar context.
30	Provides administrative support to assigned Account Executive: communicates with applicants & public regarding positions; explains application procedure; receives applications through hand delivery, fax, mail & online; downloads online applications & logs into Applicant database; sorts & reviews applications, monitors posting deadlines & forwards applications to Account Executive; schedules interviews, conducts previous employment reference checks.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13
10	Manages operational activities of office: maintains inventory of & orders office supplies; assists with equipment inventory & salvage; arranges for equipment service when needed (e.g., telephones, copier, printers); coordinates assigned charity program; backs up other support staff during breaks & absences.	Knowledge of 2, 5 Skill in 7 Ability to 8, 9, 10 11, 12, 13 *developed after employment

POSITION CONTROL NUMBER
523.0

CLASS TITLE
Executive Secretary 1

CLASS NUMBER
16832

APD 9-28-05 ME

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Alli N. Shaffer

9/26/05