

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Employee Relations

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
10200.0 Management Analyst Supervisor 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Assists Employee Relations staff with general clerical duties (e.g., organize & maintain human resources files, files correspondence, photocopies, picks up distributes mail); screens applications for minimum qualifications; schedules job interviews; administers proficiency testing; reserves testing room; prepares rejection letter to applicants.	Knowledge of (1) office practices & procedures; (2) public relations. Skill in (3) operation of computer and associated hardware (e.g., word processing, email). Ability to (4) carry out detailed but basic written or oral instructions; (5) apply principles to solve practical, everyday problems; (6) arrange items in numerical or alphabetical; (7) maintain accurate records; (8) sort items into categories according to established methods; (9) work alone on most tasks.
50	Assists Risk Management staff with general clerical duties (e.g., creates & maintains claim files; scans mail, places scanned documents in drop files; processes endorsements; photocopies, picks up & distributes mail; operates personal computer to send emails and access information.	Knowledge of 1 Skill in 3 Ability to 4, 5, 7, 8, 9.
Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code.		

POSITION CONTROL NUMBER
10209.0

CLASS TITLE
College Intern

CLASS NUMBER
99940

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 01-24-05

april 2-3-05 al