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POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Service Division

UNIT OR OFFICE
State & Federal Surplus Property

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
14400.0 Management Analyst Supv. 2

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

POSITION CONTROL NUMBER
14402.0

CLASS TITLE
Executive Secretary

CLASS NUMBER
16832

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Independently, provides administrative & secretarial support to the Administrator of State & Federal Surplus Property. Prepares & types (e.g., titles, odometer statements, reports, correspondence, directives, letters). Performs personnel, bi-weekly payroll (e.g., timesheets & encumbering documents) financial functions for surplus unit. Files manually & in computer as needed. Reviews invoices, checks for accuracy & submits to administrator for payment approval.	Knowledge of (1) office practices & procedures; (2) payroll timekeeping system;*(3) agency policies & procedures relating to state & federal surplus;* Skills in (4) typing; (5) operation of computer (MS Word, Access, Excel, Lotus Notes). Ability to (6) deal with problems involving several variables in somewhat unfamiliar context; (7) define problems, collect data, establish facts & draw valid conclusions; (8) copy records precisely without error; (9) complete routine forms; (10) prepare meaningful, concise & accurate reports; (11) maintain accurate records (12) arrange item in numerical or alphabetical order; (13) sorts items into categories according to established methods.
25	Greets visitors answers phone, responds to inquiries & provides information about the surplus property program. Mails sale flyers. Arrange for transportation of large federal surplus items by obtaining & processing bids.	Knowledge of 1, 3, (14) public relations; (15) inventory control Skill in 5 Ability to 6, 7, 9, 10, 11
15	Arranges for Highway Patrol personnel to provide security during surplus auctions. Orders portable toilets for vehicle auctions. Purchase office supplies & equipment.	Knowledge of 3 Skill in 5 Ability to 9, 10,11, 15
5	Performs other duties as directed.	

Appd 7-17-03 CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
6/30/2003