

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS102310
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005396	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Independently initiates a variety of difficult administrative actions to relieve the Director of the Department of Administrative Services (DAS): Acts as liaison between Director & DAS management, state government & private sector; receives & responds to correspondence involving requests for general or specific information; transmits directives; represents Director at meetings; researches & creates correspondence for Director's signature; monitors status of projects, issues & initiatives; receives direction & takes appropriate action as warranted; reviews & edits documentation to facilitate Directors' approval processes (e.g., departmental documents, correspondence, reports, press releases, contracts, leases, controlling board requests); coordinates with departmental offices on special projects & events.	Knowledge of (1) public relations/customer service; (2) office practices & procedures; (3) agency policies & procedures (e.g., work rules, work deadlines, directives);* (4) government structure & process;* (5) business administration, management or public administration. Skill in (6) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to (7) interpret a variety of instructions in written, oral, picture or schedule form; (8) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (9) gather, collate & classify information about data, people or things; (10) write standard business correspondence, reports, memorandums & like documents (11) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5/4/10
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POSITION NUMBER
20005396

JOB TITLE
Administrative Assistant 3

JOB CODE
63123
APD 5-4-10 URE

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DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Director's Office	COUNTY OF EMPLOYMENT Franklin

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	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005392 Director 4	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 2 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Screens calls & schedules appointments; makes travel arrangements; prepares for meetings, prepares agendas & takes minutes; independently responds to inquiries from agency Deputy Directors, personnel from other state agencies, general public, legislators & staff on routine & non-routine topics (e.g., project details, department functions, agency policies & procedures); prepares written correspondence for Director & other staff members to respond to verbal inquiries received which will involve working with agency personnel to prepare an appropriate, accurate response as needed; communicates agency policies/directives, as set forth by the Director of Administrative Services, to management staff upon request; assists the Director & staff in various non-routine administrative responsibilities; independently makes decisions involving non-legal interpretation of directives to resolve specific problems; prepares reports & correspondence of most confidential nature (e.g., collective bargaining management strategies, proposed management strategies, proposed statewide policy positions).	Knowledge of 1, 2, 3*, 4*, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.
10	Performs other related duties as assigned (e.g., orders office supplies when needed, prepares records retention schedules).	Knowledge of 1, 2, 3. Skill in 6. Ability to 7, 8, 9, 10, 11.
This position is in unclassified service per section 124.11(A)(9) of the Ohio Revised Code & is overtime exempt.		

JOB TITLE
Administrative Assistant 3

 JOB CODE
63123

 APD 5-4-10

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