

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102400

DIVISION OR INSTITUTION
Administrative Support

UNIT OR OFFICE
Office of Chief Counsel

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20005407

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 22
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: PR 12
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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
30	Assists in program direction by supporting the Department of Administrative Services (DAS) Chief Legal Counsel (CLC) & Associate Counsels with a variety of difficult administrative duties: responds to programmatic issues & needs of staff; represents CLC at meetings & conferences; schedules meetings; follows up on issues; independently answers complex &/or confidential correspondence; prepares responses for CLC's signature; transmits decisions & directives; formulates & implements program policies & procedure regarding legal office internal processes; maintains policy & procedure manuals; maintains CLC's calendar; reviews time records & leave requests; tracks office flexible performance objectives; compiles documentation & creates reports for CLC.	Knowledge of (1) business administration; (2) public relations; (3) agency policies & procedures*; (4) government structure & process*; (5) office practices & procedures; (6) customer service techniques. Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, Lotus Notes, Visio). Ability to (8) gather, collate & classify information about data, people or things; (9) define problems, collect data, establish facts & draw valid conclusions; (10) maintain confidentiality; (11) handle sensitive telephone & face-to-face inquiries & contacts with general public; (12) write letters, papers & reports.
50	Oversees management of DAS Directives, litigation management of active cases, management of public records requests (e.g., creates systematic processes, creates and maintains written procedures; oversees implementation & workflow, and keep updated); prepares & maintains contracts for hearing officers; reviews outside counsel & hearing officer bills for accuracy; coordinates payment & creates & maintains tracking database; oversees statewide disability appeals (reviews & processes appeals, with recommendations & adjudication orders for the director's office; maintains disability claim files & information; mail letters to claimants; prepares & files certifications of record with Franklin County Court of Common Pleas.)	Knowledge of 1, 2, 3*, 4*, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12
20	Oversees, monitors & performs support activities (e.g., types, files, data processes, handles confidential, sensitive or critical documentation; prepares travel documentation; maintains conference room schedules; develops agendas; tracks signature items sent to Director's Office for approval); analyzes phone, space & equipment needs; orders office supplies, furniture, & equipment for CLC & Office of Communications; assists Director's Office when requested.	Knowledge of 1, 2, 3*, 4*, 5, 6 Skill in 7 Ability to 8, 9, 10, 11, 12 *Developed after employment.

JOB CODE TITLE
Program Administrator 2

JOB CODE
63123
APP 11-30-11 US

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Lisa J. Jannotta

11/14/11