

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

POSITION NUMBER
20005419

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Receptionist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005424 Executive Secretary 1

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Minimum Acceptable Characteristics |
|----|--|--|
| 65 | Provides basic receptionist clerical tasks to Office of Employee Services (OES) staff: prepares job application folders (e.g., type job code labels; type equal employment opportunity form; place job posting on bulletin board); receives, time-stamps, sorts & distributes in-coming mail; answers multi-line phone system & forwards calls to appropriate staff or other agency personnel; make changes to existing personnel & benefit files; distributes personnel forms to applicants and employees upon request (e.g., applications, payroll-related); maintains inventory of & orders office supplies; assists with equipment inventory; arranges for equipment service when needed (e.g., telephones, copies & printers); assists Labor Relations Officer & EEO Manager with administrative clerical functions.. | Knowledge of (1) public relations; (2) agency practices & procedures*; (3) customer service practices; (4) multi-line telephone system* Skill in (5) use of personal computer & related software (e.g., MicroSoft Word, Excel, Access) Ability to (6) pay attention to detail; (7) carry out instructions in written or oral form. |
| 25 | Assist OES Support Staff as needed: downloads on-line job applications & logs information into applicant database; prepares letters responding to applicants (e.g., received after closing deadline; position cancelled; interviewed not selected). | Knowledge of 1, 2*, 3. Skill in 5 Ability to 6, 7. |
| 10 | Performs other related duties as requested: general filing; schedules interviews; verifies references. Unclassified per 124.11(A)(9) of Ohio Revised Code. | Knowledge of 1, 2*, 3, 4. Skill in 5 Ability to 6, 7. *developed after employment. |

JOB CODE TITLE
College Intern

JOB CODE
99940

APD 9-21-03 (A)

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Alli N. Stauffer

7/21/07