

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Employee Relations

POSITION NUMBER  
20005515 (10202.0)

JOB CODE TITLE  
Executive Secretary I

JOB CODE  
63123

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005514 (10200.0) Management Analyst Supervisor 2

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
70	<p>Provides non-routine administrative support to Employee Relations Unit in General Services Division: researches personnel issues (employee payroll &amp; benefit discrepancies); prepares complex personnel forms upon any employee movement (e.g., hire, transfer, separation, retirement, appointment type change); interprets &amp; communicates policies; assists with reviewing, writing, &amp; editing position descriptions (PD); oversees performance evaluation program (e.g., prepares forms with relevant information, logs in tracking system, routes to responsible supervisor, monitors process to ensure evaluations are submitted in timely manner); maintains logs for tracking &amp; reporting purposes (e.g., personnel actions (PA), personnel action requests (PAR), performance reviews); reviews payroll entries for division employees (runs queries, identifies errors, works to resolve within payroll deadlines); handles employee &amp; agency inquiries in regards to benefits, payroll &amp; other personnel issues; prepares reports &amp; metrics (e.g., quarterly performance evaluation statistics, PD update summary); assists with employment &amp; hiring process as needed (e.g., pre-screening applications, scheduling of proficiency tests &amp;/or interviews; administering proficiency tests or other evaluations).</p>	<p>Knowledge of (1) office practices &amp; procedures; (2) agency policies &amp; procedures relating to employment* (3) human resources subjects (e.g., performance evaluations, hiring process, position descriptions, payroll); (4) human/public relations; (5) administering tests; (6) applicant screening Skill in (7) operation of computer &amp; associated hardware &amp; software (e.g., Micro-Soft Word, Excel, Access, PowerPoint, Outlook, PeopleSoft*); (8) effective communication &amp; writing. Ability to (9) gather, collate &amp; classify information about data, people or things; (10) assess question &amp; provide appropriate information or referral; (11) cooperate with co-workers on group projects; (12) understand &amp; interpret policies &amp; procedures; (13) prepare meaningful, concise &amp; accurate reports; (14) develop good rapport with employees &amp; management.</p>
30	<p>Performs secretarial tasks: maintains confidential &amp; personnel files; provides employees with various forms &amp; forwards to Office of Employee Services (OES) (e.g., tax, health care, change of address, payroll deduction); contacts OES to schedule exit interviews; schedules conference room; completes service requests; coordinates special events (e.g., service pin ceremony, deferred compensation information meeting); provides phone coverage for deputy Director's office when needed; prepares postings; prepares &amp; reviews payroll reports; maintains &amp; distributes division's birthday list; handles sensitive telephone calls; channels calls to appropriate parties for response; prepares routine forms; reviews &amp; replies to division's emails; prepares records retention &amp; disposal schedules &amp; arranges record transfers; distributes incoming mail; performs special projects &amp; other duties as assigned. Attends training.</p>	<p>Knowledge of 1, 2*, 4 Skill in 7*, 8, (15) operation of office equipment (e.g., calculator, telephone, copier &amp; fax machine). Ability to 9, 10, 11, 12, 13, (16) maintain filing system</p> <p>*developed after employment.</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven/ee*

7/21/08

App 7-22-08 AX