

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS301000
DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE Deputy Director	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005826  JOB TITLE Administrative Professional 4  JOB CODE 16874 <i>App'd 8.5.14 AC</i>	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<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  Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.                      TO: 5:00 p.m.			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Performs secretarial & non-routine administrative task (i.e. independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures to resolve problems) for the Department of Administrative Services (DAS) Chief of Human Resources and Human Resources Division (HRD) Deputy Director using personal computer & various software packages (e.g., Microsoft Word, Excel, PowerPoint & Outlook); acts as liaison between Chief Of Human Resources & Human Resource Division (HRD) leadership staff, vendor community & agency counter-parts; composes, receives & responds to correspondence involving request for specific information relative to the Chief of Human Resources & HRD activities; provides verbal &/or written information regarding services & activities of HRD to division /departmental staff, external customers, vendors & general public; manages administrative support functions (e.g., scheduling, meeting preparation, contract/signature document tracking, records retention, presentation & talking point preparation); conducts follow-up on assignments made to staff; assists in maintenance of office machines (e.g., telephones, fax machines).	<b>Knowledge of</b> (1) administrative practices & procedures; (2) English grammar & composition; (3) office practices & procedures*; (4) agency policies & procedures*. <b>Skill in</b> (5) operation of a personal computer & associated hardware/software (e.g., Microsoft Office Word, Excel, PowerPoint, Outlook). <b>Ability to</b> (6) deal with many variables and determine specific action; (7) communicate verbally & in writing on sensitive & confidential matters; (8) write routine business letters, evaluations & reports; (9) gather, collate & classify information about data, people or things; (10) assess questions & provide appropriate information.	
		Position is unclassified per 124.11(A)(9) of Ohio Revised Code.	*developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8-5-14

