

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS302310
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Applications & Security	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005835 (22301.O) JOB TITLE Executive Secretary 1 JOB CODE 16831 Appeal (12/21/10) Gme	<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 Executive Secretary	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005896 Project Manager 2
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt	Bargaining Unit
	<input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified If FLSA Exempt, exemption type:	Page 2 of 3
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm		

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Assists administrator with office procedures; sets up Classification & Compensation office procedures (e.g., requesting/receiving supplies; stamping, mailing & logging in & out class plan proposals, job audits, position specific minimum qualifications; position descriptions); orders supplies through business office; receives & compiles analysts weekly reports into a draft weekly report for Human Resources Manager to be submitted to Deputy Director; acts as a liaison between Human Resources Manager & Human Resources Analysts (e.g., relaying information regarding new/revised Classification & Compensation procedures, instructions from Human Resources Manager to analysts; work assignments).	Knowledge of 1*, 2*, 3*, 4, 5*, 6, 7, (16) inventory control. Skill in: 9, 10, 11. Ability to: 12, 13, 14, 15, 16, (17) proofread technical materials, recognize errors & make corrections.
10	Operates personal computer to type sensitive, complex, or confidential materials which includes formatting (e.g., proposed exempt & bargaining unit classification specifications; Articles 36.05 & 39 classification review summaries & requests for notice to be sent by OCB to affected union; compliance review reports, position papers, graphs/charts, correspondence, employee record data, performance evaluations, discipline) for transmittal or records documentation; provides technical computer assistance to Classification & Compensation staff in the use of Microsoft Word, Excel & Lotus Notes; operates personal computer to log, enter, access &/or generate correspondence &/or various reports (e.g., job audit reports; compliance reviews; classification & compensation logs; surveys; article reviews; human resources letters; classification specifications; position descriptions).	Knowledge of: 1*, 2*, 3*, 4, 5*, 6, 7. Skill in: 9, 10, 11. Ability to: 12, 13, 14, 15, 16, 17. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/29/10
----------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	-----------------

