100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302255

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	State HR Customer Service	Franklin

POSITION NUMBER 20005898

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Secretary	20005914 HCM Senior Analyst

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 pm

JOB TITLE Secretary 1

JOB CODE 12551

Appd 6/11/10 BMB

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Provides general secretarial assistance by performing routine administrative tasks: greets applicants & visitors, check ID's & credentials of visitors; provides information to routine questions of a general nature; directs visitors to the appropriate professional staff who can handle the customer's needs or questions; answers telephone, transfers calls & takes messages; updates reception area bulletin board on a daily basis; maintains supplies (i.e. application forms, envelopes, letterhead, brochures); orders supplies as needed; ensures the lobby rack is supplied with current bulletins; processes U.S. & inter-office mail (for HCM & Agency HR Support, State HR Customer Service); opens, time stamps & distributes mail to mailboxes & Human Capital Management Analyst cubicles for processing; initiates equipment repair requests.	Knowledge of: (1) agency regulations, policies & procedures*; (2) office practices & procedures; (3) public relations. Skill in: (4) use of personal computer, calculator, date stamp machine, Ability to: (5) add, subtract, multiply & divide; (6) deal with problems involving several variables within familiar context; (7) read, copy & record figures; (8) read short sentences with concrete vocabulary; (9) copy records precisely without error; (10) arrange items in numerical or alphabetical order; (11) sort items into categories according to established methods; (12) check pairs of items that are similar or dissimilar; (13) assess questions & provide appropriate information or referral; (14) follow directions.
35	Provides secretarial support to operational, technical, & managerial staff for Human Resources Support Units; routinely uses software & associated equipment (i.e. word processing packages, spreadsheets, databases & graphic packages) to produce correspondence, forms, reports, & graphs from handwritten copy & rough computer-based files; proofs, formats & makes corrections as necessary to these documents; runs photo & computer printer copies; edits testing announcements, schedules, calendars from templates; extracts data & records from TRAC (Transactional Records Access Clearinghouse) program to produce reports & summaries for managers.	Knowledge of: 1*, 2 Skill in: 4 Ability to: 7, 8, 9, 10, 11, 12 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	6/11/10

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 pm

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Performs other duties as assigned (i.e. assists with mass mailings; runs errands & assists with special projects).	Knowledge of: 2 Skill in: 4 Ability to: 7, 8, 9, 10, 11 *developed after employment

JOB TITLE Secretary 1

JOB CODE 12551

Appl 6/11/10 BMO

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 6/11/10