100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302245

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

POSITION NUMBER 20005923

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005914 HCM Senior Analyst

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

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 P.M.

JOB CODE TITLE: Secretary

JOB CODE: 12551

Appd 3/28/11 BMO

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Greets applicants & visitors, checks 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 for unit; answers questions from callers regarding procedure for obtaining records; forwards misdirected calls to appropriate units/offices within the division & state; verifies employment for customers via telephone, fax & mail.	Knowledge of: (1) agency regulations, policies & procedures*; (2) office practices & procedures; (3) public relations. Skill in; (4) operation of office equipment (e.g., personal computer & related hardware/software, 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.
25	Performs morning & afternoon mail runs; picks up all US & inter-office mail; processes all incoming mail (i.e. opens, sorts, time stamps & delivers) for Human Resources Division units at multiple locations.	Knowledge of: 1*; 3. 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: [signature]

DATE: 2/28/11

100-000U

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AGENCY/DEPT ID
Department of Administrative Services
DAS302245

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

POSITION NUMBER 20005923

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005914 HCM Senior Analyst

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 09

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 A.M. TO: 5:00 P.M.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
25	Retrieves & prints electronic documents for public, state agencies & Human Resources Division units/staff; performs other related clerical duties as assigned (e.g. copying, typing, filing); enters human resources data into Ohio Administrative Knowledge System (OAKS) as needed; monitors supplies of application forms, envelopes, letterhead & brochures for routine correspondence; orders additional materials as needed; contacts appropriate vendor to request equipment repair for scanner & microfilm machines; makes request to purchase non-routine supplies.	Knowledge of: 1*; 2. Skill in: 4. Ability to: 7; 8; 9; 10; 11; 12. *developed after employment

JOB CODE TITLE: Secretary

JOB CODE: 12551

Appd 3/28/11 BMS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: L Rubenstein

DATE: 3/28/11