

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302255

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
State HR Customer Service

COUNTY OF EMPLOYMENT
Franklin

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 Classified Overtime: Eligible Exempt Bargaining Unit 09
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 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
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

POSITION NUMBER
20005923

JOB CODE TITLE
Secretary

App'd 6/11/10 BMD

JOB CODE
12551

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

B. G. [Signature]

6/11/10

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS302255

DIVISION OR INSTITUTION Human Resources Division	UNIT OR OFFICE State HR Customer Service	COUNTY OF EMPLOYMENT Franklin
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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
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<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 2 of 2
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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

POSITION NUMBER 20005923

 JOB CODE TITLE Secretary

 Appel 6/11/10 BMD

 JOB CODE 12551

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/14/10
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