

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
HR Support

POSITION NUMBER
2005923 (25412.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005915 (25100.0) Human Resources Supervisor

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Provides general secretarial assistance by performing routine administrative tasks: 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

JOB CODE TITLE
Secretary

JOB CODE
12551

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Sharon Stevens

11/18/08

APD 12-5-08 (10)

