100-000U

POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS301620

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005940

JOB TITLE Administrative Assistant 1

JOB CODE 63121

Appd 8/10/10 BMD

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Administrative Assistant 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005932 Administrative Assistant 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☒ Eligible ☐ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 14

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
60	Assist in program direction by relieving manager of routine administrative duties to maintain programs & provide for program expansion of: exempt employee professional development funds (EPDP) & bargaining unit professional development funds EEA (employee education assistance), (i.e. OSTA, 1199, OEA, FOP) to ensure compliance with program goals & collective bargaining agreements; receives, analyzes & approves applications for reimbursement for expenses associated with employee professional development; sends approvals for reimbursement to the Office of Shared Services for payment; responds to inquiries & complaints from general public, internal & external customers, state employees, union & management representatives on professional development funds; uses personal computer to design, write & prepare written materials (e.g. correspondence, payment requests) & calculate reimbursement amounts; enters data into database; performs searches in Ohio Administrative Knowledge System (OAKS) Financial & Human Capital Management (HCM) to verify employee information for participation in programs; verifies employee addresses & ensures addresses are correct in OAKS Financial for purposes of distributing reimbursement checks; tracks usage to ensure compliance with program guidelines; creates reports; processes various other documents (e.g. applications; financial documents including invoices, reissued checks & reimbursement requests) & maintains database; resolves complex invoice payment problems; serves as a liaison to the Office of Finance & the Office of Shared Services, other state agencies & unions; attends meetings regarding professional development programs; produces program marketing materials.	Knowledge of: (1) public/human relations: (2) office practices & procedures; (3) state government structure & process*, (4) agency policies & procedures*. Skill in: (5) operation of a personal computer & related hardware/software (e.g. MS Word, Excel, including formulas, Access). Ability to: (6) deal with problems involving several variables in familiar & unfamiliar context; (7) apply principles to solve everyday problems; (8) interpret variety of instructions in written & oral form; (9) add, subtract, multiply & divide whole numbers; (10) copy materials accurately & recognize grammatical & spelling errors; (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) gather, collate & classify information about data, people or things; (14) cooperate with co-workers in group projects; (15) handle routine/sensitive telephone/in person inquires from employees, officials & general public. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE: B Gahanbstein

DATE: 8/10/10

100-000U

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Administrative Services
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Human Resources	Learning & Professional Development	Franklin

POSITION NUMBER 20005940

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Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Administrative Assistant 1	20005932 Administrative Assistant 3

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 2 of 2

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

JOB TITLE Administrative Assistant 1

JOB CODE 63121

Appl 8/10/10 BUD

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Provides fiscal & tracking support for Exempt & Union Professional Development programs; generates reports from database (e.g. quarterly & annual participations reports); researches & analyzes programs; prepares statistical & program surveys; enters data into tracking & reporting system (e.g. adds vendors, records employee payments, adds provider/credit type, grades & classes); maintains confidentiality of grades; receives applications; logs student information & course registration information into database.	Knowledge of: 2, 3*, 4*. Skill in : 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15.
20	Provides information & explains statewide program to customers; represents agency at educational fairs; provides customer service by independently answering questions & inquiries regarding programs, policies, procedures, enrollment status in person, by telephone or in writing; solicits & receives feedback from customer agencies regarding effectiveness of program; analyzes feedback & makes necessary changes to ensure customer satisfaction; maintains procedural manuals; maintains inventory of program resources, necessary forms & promotional materials; responsible for records retention (e.g. retention schedule, packing boxes for storage & retrieving stored files); performs other duties as assigned.	Knowledge of: 1, 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/10/10