

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
EPDP Learning and Professional Development

POSITION NUMBER  
20005940 (26401.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Administrative Assistant 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005924 (26000.0) Human Resource Manager 4

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

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>Assists in program direction by relieving Exempt Professional Development Program Manager of routine administrative duties to maintain programs &amp; provide for program expansion; responds to inquiries &amp; complaints from general public, internal &amp; external customers (e.g., state, local, &amp; municipal government employees) about Exempt Professional Development Programs (EPDP) (e.g., Exempt Tuition Reimbursement Program &amp; Exempt Computer Purchase Plan Program); uses personal computer &amp; software applications (e.g., Excel, MS Word, Access database, PowerPoint &amp; MS Publisher) to design, write &amp; prepare written materials (e.g., correspondence, payment requests) to calculate reimbursement &amp; loan amounts; input data into Professional Development data base; using the Ohio Administrative Knowledge System (OAKS) Financial (FIN) &amp; Human Capital Management (HCM) system to verify employee information for participation in EPDP; processes various documents (e.g., applications; financial documents including invoices, reissued checks &amp; reimbursement request) &amp; maintains database; provides meeting support for Program Manager (e.g., locates &amp; schedules sites, prepares meeting materials, take &amp; distributes minutes, invites attendees); assist in resolving invoice payment problems; serves as liaison to the office of finance; assist in producing program marketing materials.</p>	<p>Knowledge of: (1) public/human relations; (2) office practices &amp; procedures; (3) state government organization*; (4) agency policies &amp; procedures*; Skill in: (5) operation of a personal computer to create, edit/revise, store &amp; purge documents using office systems software (e.g., MS Word, Excel including formulas, Access &amp; PeopleSoft. Ability to: (6) deal with problems involving several variables in familiar &amp; unfamiliar context; (7) apply principles to solve everyday problems; (8) interpret variety of instructions in written &amp; oral form; (9) add, subtract, multiply &amp; divide whole numbers; (10) copy material accurately &amp; recognize grammatical &amp; spelling errors; (11)</p> <p>*develop after employment</p>

JOB CODE TITLE  
Administrative Assistant I

JOB CODE  
63121

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Thomas Louis Miller*

11/19/08

ADD 11-19-08

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Page 2 of 2

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35	Provides tracking support for EPDP programs; generates reports from database (e.g., delinquent account reports, quarterly & annual participation reports); adjusts mismatched loans; prepares statistical & program surveys; enters data into tracking & reporting system for Exempt Professional Development programs (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.
15	Furnishes information & explains statewide program to customers (e.g., represents EPDP at educational fairs, answers customers walk-in/phone & written inquiries); provides customer service by independently answering questions & inquiries regarding programs, policies, procedures, enrollment & computer loan status.	Knowledge of: 1, 2, 3*. Skill in: 5. Ability to: 6, 7, 8, 15.
10	Solicits & receives feedback from customer agencies regarding effectiveness of procedures (e.g., student applications, attendance & release time policies & reports, administrative policies for processing applications); performs other related duties; maintains procedure manual; maintains inventory of program resources (e.g., application forms, supplies & teaching materials); responsible for records retention (e.g., retention schedule, packing for storage & retrieving stored files).	Knowledge of: 1, 2, 3*, 4*. Skill in: 5. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 15.  *develop after employment

JOB CODE TITLE  
Administrative Assistant I

JOB CODE  
63121

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*[Handwritten Signature]*

11/7/08

APD 11-7-08