

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	<h2 style="margin: 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION Human Resources
		UNIT OR OFFICE Benefits Administration Services

POSITION NUMBER 20005944 (29002.0)	<input checked="" type="checkbox"/> State Agency	<input type="checkbox"/> County Agency	<input type="checkbox"/> New Position	<input checked="" type="checkbox"/> Change	County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Executive Secretary 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005846 (22412.0) Human Resources Manager 4			
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.					
	Page 1 of 2					
<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>						
	%	Job Duties in Order of Importance			Minimum Acceptable Characteristics	
	70	Serves as executive secretary for Benefits Administrator; provides secretarial & non-routine administrative support to Benefits Administrator & non-routine administrative support to Benefits Managers & staff in the Benefits Administration Section; prepares correspondence; communicates decisions, directives & assignments to appropriate personnel; creates & maintains databases of benefits forms & templates; schedules meetings & hearings, (e.g., scheduling rooms, hearing officer); handles employee, agency & vendor inquiries in regards to hearing & meeting schedules; tracks hearing & meeting outcomes for Benefits units; takes meeting notes & prepares minutes for distribution.			Knowledge of: (1) benefits administration; (2) office practices & procedures; (3) English grammar & composition, (4) administrative practices & procedures (5) agency policies & procedures*; (6) government structure & process*. Skill in: (7) Operations of a personal computer, (e.g., Word, Excel, Access, PowerPoint, PeopleSoft), (8 ) equipment operation (e.g., fax machine, copier, printer) Ability to: (9) apply principles to solve practical, every day problems; (10) define problems, collect data, establish facts & draw valid conclusions, (11) maintain accurate records; (12) prepare meaningful, concise & accurate reports; (13) handle sensitive inquiries from & contacts with officials and general public; (14) resolve complaints from angry citizens & government officials. (15) originate routine business letters & materials reflecting standard procedures, (16 ) gather, collate & classify information about data, people & things, (17 ) handle sensitive & confidential information appropriately	
		Position is unclassified per 124.11 (A)(9), Ohio Revised Code			*developed after employment	
List Position Numbers & Titles of Positions Directly Supervised:				SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/27/07	

APD 10-30-07 (1A-4)

JOB CODE TITLE  
 Executive Secretary I  
 JOB CODE  
 16832

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources

UNIT OR OFFICE  
Benefits Administration Services

POSITION NUMBER  
20005944 (29002.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005846 (22412.0) Human Resources Manager 4

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

Page 2 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	<p>Performs routine secretarial duties; does routine filing of documents; opens, distributes mail; makes copies; issues bulletins to agencies; maintains agency contact list; reviews &amp; replies to section's e-mails; acts for administrator in administrative areas during absences (e.g. approves timesheets for payroll); processes request for leave forms, performs other duties as assigned.</p> <p>Position is unclassified per 124.11 (A)(9), Ohio Revised Code</p>	<p>Knowledge of: 1, 2, 3, 4 5* &amp; 6*. Skill in: 7 &amp; 8. Ability to: 9 10, 11, 12, 13, 14, 15, 16 &amp; 17.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Executive Secretary 1

JOB CODE  
16832

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*James W. Kugler*

10/24/07

ADD 10-30-07 (JW)