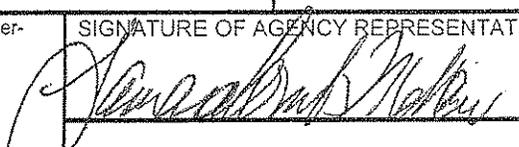
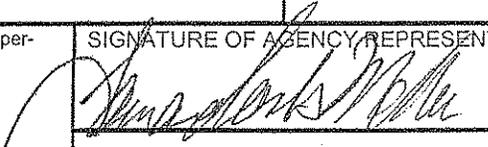


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005962 JOB TITLE Administrative Assistant 2 JOB CODE 63122 APD 6/18/09 <i>LS</i>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005929 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit Page 2 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	
	30	Supports & assist activities related to all LPD (Human Resource Academy, Supervisor Series, & special training requests) programs with workflow coordinated through direct supervisor; implements administrative policies, process improvements & procedures & maintains procedure manuals; provides site assistance for LPD programs (e.g. locates & schedules sites, prepares meeting materials, takes & distributes minutes, invites attendees); prepares written materials for programs, events, mailings & announcements (e.g. workbooks, applications, brochures & invitations); maintains inventory control of program resources (e.g. application forms, supplies & teaching materials); responsible for records retention (e.g. retention schedule, packing for storage & retrieving stored files); serves as customer service contact for statewide training & development programs; independently responds to inquiries & complaints from the general public, internal customers & external customers (e.g. state, local & municipal government employees) about LPD programs (e.g. policies, procedures, enrollment, & class locations/times).	Knowledge of: 1, 2, 3*. Skill in: 4. Ability to: 5, 6, 7, 8, 9, 10, 11, 12, 13, 14.	
	25	Assists with telephone & office hour coverage & collects & distributes incoming mail as needed; performs other duties as assigned.	Knowledge of: 1, 2, 3*. Skill in: 4. Ability to: 6, 7, 8, 9, 10, 11, 12, 13, 14.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS301610
DIVISION OR INSTITUTION Human Resources	UNIT OR OFFICE Learning & Professional Development	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005962 JOB TITLE Administrative Assistant 2 JOB CODE 63122 APP 6/18/09 UAS	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005929 Management Analyst Supervisor 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 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	
	45	Provides support & assistance to maintain Learning & Professional Development (LPD)/Ohio Administrative Knowledge System (OAKS) programs & provide for program expansion; maintains office databases; processes & tracks requests for training applications; enters student information, course registration & attendance information into databases for registration, tracking & reporting; researches & analyzes program, generates reports (e.g., statistical, program surveys, quarterly & annual participation reports).	Knowledge of: (1) public/human relations; (2) office practices and procedures; (3) state government organization and agency policy and procedures*. Skill in: (4) operation of a personal computer & associated hardware/software to create, edit/revise, store and purge documents using office systems software (e.g. MS Word, Excel including formulas, Access). Ability to: (5) deal with problems involving several variable in familiar and unfamiliar context; (6) apply principles to everyday problems; (7) interpret a variety of instructions in written and oral form; (8) add, subtract, multiply and divide whole numbers; (9) copy material accurately & recognize grammatical & spelling errors; (10) maintain accurate records; (11) prepare meaningful, concise & accurate reports; (12) gather, collate & classify information about data, people or things; (13) cooperate with co-workers on group projects; (14) handle routine & sensitive telephone/in-person inquires from officials & general public.	
			* developed after employment	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 6/15/09