

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 2005962	<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:
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.

JOB CODE 63122 JOB TITLE Administrative Assistant 2 ADP 6/18/09 US

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		6/18/09