

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Equal Opportunity Division

UNIT OR OFFICE
Administration

POSITION CONTROL NUMBER
20005983 (3004.0)

CLASS TITLE
Executive Secretary 1

CLASS NUMBER
16832

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
3000.0 Deputy Director

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

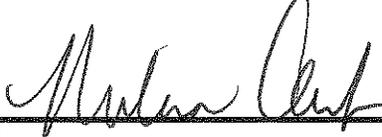
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	<p>Performs non-routine secretarial & administrative tasks for Equal Opportunity Division: manages & coordinates Deputy Director's office operations; interprets policies & procedures essential to effectively operating daily office activities; utilizes knowledge of EEO laws/regulations to refer & assist customers with inquiries coming in to Deputy Director's office by telephone, e-mail & mail. Composes communications for Deputy Director's signature to transmit directives, decisions & assignments to EOD staff; compiles, reviews, interprets & summarizes simple/complex reports through data research & analysis; operates, maintains & trouble-shoots problems with EOD equipment (e.g. printers, copiers, fax machines & phones). Represents division on various committees; attends conferences, workshops & seminars as assigned by Deputy Director.</p>	<p>Knowledge of (1) English grammar & composition; (2) administrative practices & procedures*; (3) office practices & procedures; (4) EEO laws & regulations (state & federal); (5) agency regulations, policies & procedures*. Skill in (6) operation of personal computer & associated software (e.g., MS Word, Access, Excel & PowerPoint); (7) operation & maintenance of printers, fax machines & copiers. Ability to (8) deal with problems involving several variables in somewhat unfamiliar context; (9) compose business correspondence; (10) evaluate data & records; (11) gather, collate & classify information about data, people or things; (12) move fingers easily to perform manual tasks.</p>
25	<p>Creates PowerPoint presentations (e.g., slide presentations, handouts, instruction manuals) for Deputy Director & Assistant Deputy Director utilized in budgetary hearings & program training situations to promote & educate audiences on EOD programs; maintains confidential EOD files within Deputy Director's office; schedules travel arrangements for supervisor; responds to sensitive calls from government officials & EOD customers.</p>	<p>Knowledge of 1, 2*, 4, 5*. Skill in 6 & 7. Ability to 8, 9, 10, 12, (13) respond to sensitive inquires from government officials & customers.</p>

*developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/13/09

April 8-13-09 al

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
10	Orders office supplies & maintains inventory of office supplies for division; screens telephone calls & visitors for Deputy Director; completes forms to send & retrieve EOD records from storage; arranges transfer of EOD records to storage; distributes EOD incoming mail; fills out routine forms as needed; answers divisional phones as necessary.	Knowledge of 2*, 3, & 4. Skill in 6, 7 & (14) operating a typewriter. Ability to 11, 12 & 13. <u>Position Specific Minimum Qualifications</u> 12 mos. exp. in equal employment opportunity (EEO) office environment. 3 courses or 12 mos. exp. in PowerPoint computer application software. *developed after employment

apl 8-13-09 al

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