

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS//DAS104200

DIVISION OR INSTITUTION

UNIT OR OFFICE

COUNTY OF EMPLOYMENT

Equal Opportunity Division

Affirmative Action/Equal Employment Opportunity

Franklin

POSITION NUMBER
20005984

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR

College Intern

20006003

EEO Program Manager

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 98

If FLSA Exempt, exemption type:

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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
85	Under direction of EEO Program Manager, assists with development & preparation of administrative functions for statewide EEO training & other duties as assigned in an EEO work environment: performs data entry of EEO data on personal computers to create or revise documents; backs up data to disk for future retention; operates word processing equipment (e.g., personal computer, laser printer, electric typewriter) & software (e.g., Windows XP, Microsoft Word, Excel, Access, PowerPoint, Lotus Notes) to produce basic spreadsheets, graphs, charts, mailing labels & other routine material that requires formatting & other word processing techniques; performs clerical duties (e.g., sorts & distributes mail, updates & maintains filing system, operates photocopier, maintains records).	Knowledge of (1) office practices & procedures; (2) customer service; (3) agency policies & procedures relating to EEO*. Skill in (4) operation of personal computer & associated hardware/software (e.g., Windows XP, MS Word, Excel, Access, PowerPoint) & use of Internet. Ability to (5) carry out instructions in oral & written form; (6) maintain accurate records; (7) work alone on most tasks; (8) proofread written materials, recognize errors & make corrections; (9) handle multiple tasks; (10) complete routine forms.
15	Performs other clerical related duties for division as assigned (e.g., types, copies & files); assists with advancement of division's major programs & projects as directed; assists with preparation of materials for division trainings when needed (e.g., operates personal computer), types divisional correspondence; conducts follow-up phone calls.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7, 8, 9, 10

Unclassified per ORC 124.11(A) (12)

*developed after employment

JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



10/21/10

apd 10-21-10al