

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/104500
DIVISION OR INSTITUTION Equal Opportunity Division	UNIT OR OFFICE Construction Compliance	COUNTY OF EMPLOYMENT Franklin

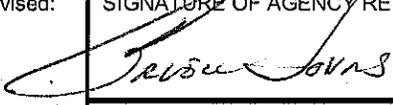
POSITION NUMBER 20005992 (3203.0)	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Executive Secretary		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005991 EEO Program Manager	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 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
40	Under direction of Construction Compliance Program Manager, provides secretarial & non-routine administrative support: prepares correspondence & reports (e.g., performs responsible & confidential secretarial duties for Construction Compliance unit &/or Division); answers phone, logs in mail & other correspondence for Division; reviews & summarizes simple & complex reports through data research & analysis, independently &/or from brief instructions; compiles & prepares monthly reports & correspondence as directed (e.g., spreadsheets); updates, revises & maintains databases relating to Construction Compliance (to include data entry); provides customer support & acts as liaison for Division for Ohio Business Gateway (OBG); interacts with OBG customers through system navigation, provides status information, & troubleshoots when necessary; maintains fleet management for Construction Compliance unit (e.g., compiles monthly report that includes vehicle maintenance, all gas receipts, & all purchases for vehicles; in absence of Program Manager, assigns vehicles & issues keys to Construction staff, & maintains vehicle in & out log).	Knowledge of (1) administrative practices & procedures; (2) departmental/agency regulations, policies & procedures. Skill in (3) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, File-Maker Pro); (4) use of Internet as research tool*. Ability to (5) clearly & effectively communicate & convey information to individuals & groups; (6) handle sensitive contacts & inquiries with contractors, unions, staff & employees; (7) resolve complaints from angry customers; (8) cooperate, establish & maintain good rapport with co-workers, supervisor & others with whom contact/collaboration is required; (9) research, gather, collate & classify information about data, people & things; (10) synthesize & analyze large amounts of data & come up with accurate & meaningful conclusions; (11) maintain organized & accurate records, (12) write well organized, meaningful, grammatically correct documents; (13) use & interpret non-verbal symbols in formulas, equations or graphs; (14) proofread technical materials, recognize errors & make corrections; (15) obtain & maintain valid driver's license; (16) perform calculations involving addition, subtraction, multiplication, division of whole numbers, fractions & percentages. *developed after employment

JOB CODE TITLE
Executive Secretary I

JOB CODE
16832

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/7/10
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apd 10-7-10 cel

