

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Employee Services

POSITION NUMBER
20006014

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006012 Management Analyst Supervisor 2

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
50	Under general direction of Human Resources Coordinator (HRC), assists in program direction by relieving HRC of non-routine, personnel related activities for program areas in Infrastructure Services Division (ISD) (e.g., Business Support, Unified Network Services, Enterprise Computing, Enterprise Shared Services, Windows Systems Services); develops & implements policies & operational procedures related to personnel document processing; works closely with ISD managers to ensure timely submittal of accurate personnel related forms & reports (e.g., position description updates, performance evaluations, personnel actions, personnel authorization requests, exit interviews & other related documents); develops forms & instructions for internal ISD use; writes ISD procedural personnel memos on HRC's direction; creates & develops ISD personnel manuals, criteria & guidelines; participates in evaluation of personnel processes & procedures for efficiency & compliance with ISD & Office of Employee Services policies & procedures.	Knowledge of (1) public relations; (2) personnel administration; (3) Dept of Administrative Services (DAS) personnel documentation*; (4) DAS agency policies & procedures*; (5) government structure & processes;* (6) policy & procedure development; Skill in (7) use of personal computer & associated hardware (e.g., printers & peripherals) & software (e.g., MS Word, MS Excel). Ability to (8) deal with problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) prepare complex, meaningful & accurate reports; (10) maintain accurate records; (11) use proper research methods in gathering data; (12) handle sensitive inquiries & contacts with employees, officials & general public.
35	Performs other related clerical duties: prepares variety of written reports (e.g., performance evaluation activity, personnel action & personnel authorization detail); independently responds to requests, complaints, & inquiries or distributes &/or escalates to internal staff for immediate resolution; creates, monitors & maintains detailed logs for tracking ISD performance evaluation activity, personnel actions, personnel authorization requests, job postings, FMLA.	Knowledge of 1, 2, 3*, 4*, 5* Skill in 7 Ability to 9, 10, 11, 12
15	Performs other related duties as assigned: serves as backup to answer incoming calls for the Deputy Director's office; greets visitors when necessary; provides administrative support as required; schedules interviews for job postings.	Knowledge of 1, 6 Skill in 7 Ability to 12
Must submit to & pass personal background check		*developed after employment

JOB CODE TITLE
Administrative Assistant 2

JOB CODE
63122

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Dee M. Stuffer

3/11/09