

<h1 style="margin: 0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Service Delivery Division
		UNIT OR OFFICE Business Support

POSITION NUMBER 20006018 (41016.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Secretary	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006017 (41014.0) Administrative Assistant 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Provides secretarial assistance for Service Delivery Division (SDD), Business Support Services Section: performs routine administrative tasks (e.g., answers telephone; researches & responds to inquiries orally or in writing regarding SDD services & activities; performs research & writes reports; uses personal computer, word processing & spreadsheet software to draft correspondence, type reports, maintain logs); produces typed copy including formatting or assisting in formatting, from standard or confidential written, dictated or oral instructions & proofreads work; greets & signs in visitors to Deputy Director's office; answers main phone line for the Deputy Director's Office; researches responses to inquiries & returns phone calls to vendors or customers as directed.	Knowledge of (1) English grammar & composition; (2) basic mathematics; (3) administrative practices & procedures*; (4) general office practices & procedures; (5) agency/division policies & procedures*. Skill in (6) operation of personal computer & associated hardware & software (e.g., MS Office); (7) use of office machines (e.g., copiers, fax, multi-line phone system). Ability to (8) define problems, collect data, establish facts & draw valid conclusions; (9) interpret instructions in written or oral form; (10) write routine business letters following standard procedures; (11) complete routine forms or records; (12) arrange items in numerical or alphabetical order; (13) assess questions & provide appropriate information or referral.
20	Performs other related clerical duties: uses electronic mail & electronic calendaring system; schedules conference rooms & coordinates meetings; copies, routes, & distributes correspondence & other material as requested; maintains & files copies of correspondences for SDD Deputy Director's Office; opens, sorts & distributes mail; responsible for coordinating the Deputy Director's office records retention schedules.	Knowledge of 1, 3*, 4, 5* Skill in 6, 7 Ability to 9, 11, 12,
10	Performs other related duties as assigned: responsible for maintenance schedule for state cars & coordinates the reservation schedule; plans & coordinates purchase of supplies; acts as backup to the State of Ohio Computer Center (SOCC) reception desk; greets & sign-in visitors.	Knowledge of 1, 2, 4*, 5 Skill in 6, 7 Ability to 9, 11, 13
Must submit to & pass personal background check.		*developed after employment

JOB CODE 12551	List Position Numbers and Class Titles of Positions Directly Supervises	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 1/31/07
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Sept 2-5-07 CB