

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Enterprise Shared Services

POSITION NUMBER  
20006331 (41502.0)

State Agency    County Agency    New Position    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006330 (41501.0) Administrative Assistant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
6:30 a.m. – 3:30 p.m.

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Under direction of Enterprise Shared Services (ESS) Administrative Assistant, provides secretarial assistance in technical environment by performing routine administrative tasks: independently provides oral & written explanations to internal & external customers regarding inquiries related to ESS; types correspondence; maintains & updates various ESS online directories & calendars; assists in preparation of documentation for meetings & special events; types & distributes administrative reports (e.g., inventory reports, Minority Business Enterprise reports, travel reports); coordinates acquisition of office & computer equipment & supply requests; coordinates maintenance of ESS office & computer equipment; serves as support person at ESS sponsored and/or hosted conferences, seminars & workshops.	Knowledge of (1) administrative practices & procedures; (2) state, Dept. of Administrative Services & ESS policies & procedures*; (3) office practices & procedures; (4) English grammar & composition; Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, OAKS*); Ability to (6) communicate effectively in writing & orally; (7) maintain confidentiality; (8) handle general & sensitive inquiries from & contacts with officials & general public; (9) interpret instructions in written or oral form; (10) write routine business letters following standard procedures; (11) arrange items in numerical or alphabetical order.
30	Performs other basic clerical duties in ESS/Ohio Geographically Referenced Information Program office: answers telephone, takes messages & screens calls; greets & directs visitors; receives & distributes mail; maintains & updates ESS files; photocopies, faxes & mails documents & correspondence; types routine forms (e.g., purchasing & printing requests); serves as courier between state office tower & the Riffe Center; performs other related secretarial & clerical duties as requested.	Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9, 10, 11.  *developed after employment

JOB CODE TITLE  
Secretary

JOB CODE  
12551

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Charles J. [Signature]*

7-12-07

Apd 7-24-07 CB