

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE General Counsel	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006562	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006561 Administrative Staff (OCB General Counsel)	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 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
55	Independently initiates a variety of difficult administrative actions to relieve the General Counsel of the Office of Collective Bargaining (OCB); Acts as liaison between the General Counsel & other DAS management, state government & private sector employees; receives & responds to correspondence involving requests for general or specific information; transmits directives; represents General Counsel at meetings; researches & creates correspondence for General Counsel's signature; monitors status of projects, issues & initiatives; receives direction & takes appropriate action as warranted; reviews & edits documentation to facilitate General Counsel's approval processes (e.g., correspondence, reports, ect.); coordinates with departmental offices on special projects & events.	Knowledge of (1) public relations/customer service; (2) office practices & procedures; (3) agency policies & procedures (e.g., work rules, work deadlines, directives);* (4) government structure & process;* (5) business administration, management or public administration. Skill in (6) operation of a personal computer & related software (e.g., MS Word, Excel, PowerPoint). Ability to (7) interpret a variety of instructions in written, oral, picture or schedule form; (8) define problems, collect data, establish facts, draw valid conclusions, & initiate solutions; (9) gather, collate & classify information about data, people or things; (10) write standard business correspondence, reports, memorandums & like documents (11) handle routine & sensitive telephone, written & face-to-face contacts with employees, general public, private & government officials.

*Developed after employment.

ARD 11-10-10

JOB TITLE
Administrative Staff

JOB CODE
99580

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/4/10
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DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE General Counsel	COUNTY OF EMPLOYMENT Franklin

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	USUAL WORKING TITLE OF POSITION Administrative Assistant		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006561 Administrative Staff (OCB General Counsel)	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 12 Page 2 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
35	Screens calls & schedules appointments; makes travel arrangements; prepares for meetings, prepares agendas & takes minutes; independently responds to inquiries from personnel from DAS, other state agencies & general public, on routine & non-routine topics (e.g., project details, policies & procedures); prepares written correspondence for General Counsel & other staff members to prepare an appropriate, accurate response as needed; communicates division policies/directives, as set forth by the Director of Administrative Services; assists the General Counsel & staff in various non-routine administrative responsibilities; independently makes decisions involving non-legal interpretation of directives to resolve specific problems; prepares reports & correspondence of most confidential nature (e.g., collective bargaining management strategies, proposed management strategies, proposed statewide policy positions).	Knowledge of 1, 2, 3*, 4*, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.
10	Performs other related duties as assigned (e.g., orders office supplies when needed, prepares records retention schedules).	Knowledge of 1, 2, 3. Skill in 6. Ability to 7, 8, 9, 10, 11.
*Developed after employment.		
This position is in unclassified service per section 124.11(A)(9) of the Ohio Revised Code & is overtime exempt.		

ADD 11-10-10

JOB CODE
99580

JOB TITLE
Administrative Staff

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