

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS103000
DIVISION OR INSTITUTION Office of Collective Bargaining	UNIT OR OFFICE Labor Relations & Training	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006569 JOB CODE TITLE Administrative Professional 2 JOB CODE APD 8-6-12 us 16872	<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 - Labor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" 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 PR 8 Page 1 of 1
	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		
60	Primary responsibility for the integrity and accuracy of the OCB Grievance Tracking System (GTS) and the Electronic Filing System (EFS) utilized by all LR staffs in all the agencies. Ensures that the various proprietary systems contain complete and up-to-date information so that appropriate reports can be produced using this data. Performs all file processor functions: creates, opens, updates, maintains files; tracks liability for all discipline and other appropriate grievances. Ensures that paper files and electronic versions are compatible and the same. Resolves errors or inconsistencies in the different files by contacting the appropriate agency LR person to gather necessary data/information for Advocates.	Knowledge of (1) labor relations*, (2) office practices and procedures; (3) agency policies and procedures*; (4) Grievance procedures; (5) public relations. Skill in (6) operating a desktop computer and accompanying software (e.g., MS Office Suite; BNA topical numbering system*, Ability to (7) carry out detailed oral/written instructions; (8) maintain accurate records; (9) proofread material, recognize errors and make correction according to established standards*, (10) work both independently and on a team; (11) problem solve.		
25	Responsible for staffing the Front Desk as assigned. Meets and greets visitors/callers to OCB. Answers routine questions from visitors or callers. Routes incoming questions and/or calls to appropriate LRS. Is constantly aware of LRS whereabouts through the electronic calendar system. Serves as back-up person for OCB Scheduler[s] who deals with union leaves and/or NTA/MED/ARB scheduling. Accepts, routes incoming US mail.	Knowledge of 2, 3*, 5. Skill in 6. Ability to 7, 8, 9, 10, 11.		
15	Participates in various training sessions conducted by OCB. Assist in any necessary mass mailings as necessary (e.g., prepare labels, make deliveries, etc.). Prepares & composes routine correspondence as directed. Performs other related duties as required.	Knowledge of 2, 3*. Skill in 6. Ability to 10.		
*Developed after employment.				
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 7/15/12	