

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

POSITION NUMBER 20006569	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" 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 20006552 Administrative Staff (Fiscal Officer)	
	<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 99 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 7:00 a.m. TO: 4:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
75	Performs file processor functions for the Office of Collective Bargaining (OCB): opens files, enters data, closes files, creates & maintains files for OCB grievance database to include tracking data via spreadsheets for suspensions, terminations, Step 3's & fines; tracks liability for fines & termination cases, & makes corrections in database; performs secretarial functions as assigned (e.g., files, takes minutes at staff meetings & negotiation meetings as requested; schedules meetings to include Labor Management meetings for State of Ohio & conferences; monitors OCB staff calendars, composes & types correspondence & documents regarding contract issues such as letters, reports, legal pleadings & documents to be filed with arbitrators, settlements & documents to be presented in negotiations & arbitration).	Knowledge of (1) labor relations*; (2) office practices & procedures*; (3) agency policies & procedures*; (4) dictation or speedwriting. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook); (6) operation of multi-line telephone system. Ability to (7) carry out detailed but basic written or oral instructions; (8) maintain accurate records; (9) screen mail; (10) proofread materials, recognize errors & make corrections; (11) sort items into categories; (12) answer routine telephone calls; (13) work independently as well as in a team environment.
15	Responsible for providing logistical & hospitality coordinator for OCB: review meeting calendar in order to coordinate room & equipment set-up; orders, receives, inspects & records delivery of supplies & subscriptions on Excel spreadsheet; tracks credit card payments via State of Ohio Pay Card; serves as back-up for OCB medication/arbitration scheduler in order to obtain union time release for all agencies; serves as a trainer for Grievance Database program for OCB Academy.	Knowledge of 2*, 3*. Skill in 5. Ability to 7, 8, 10, 11, 13.
10	Assists in preparation of mailings, labels, manuals, collating materials & photocopies; proofreads, files & other miscellaneous administrative duties as assigned; serves as relief staff for front-desk receptionist (answers incoming calls; takes messages; greet & directs visitors; makes mail delivery & pick-up when needed.	Knowledge of 2*, 3*. Skill in 5. Ability to 7, 8, 10, 11, 13.
This position is in the unclassified service per section 4117.10(D) of Ohio Revised Code.		*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 01/8/10
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JOB CODE TITLE
Administrative Staff
 JOB CODE
99580
 APD 1-12-10 UG