

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

POSITION NUMBER 20006570	<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 Receptionist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006573 Administrative Staff/Analysis and Operations 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:
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	Serves as Office of Collective Bargaining (OCB) receptionist (e.g., greets visitors, directs them to sign in, follows office & building security for entry into office area, maintains electronic schedule board in the lobby, handles office telephone contacts & messages (e.g.; answers multi line telephone system, takes messages, directs callers, enters message into computer system, takes employee call offs, completes appropriate forms & forwards to supervisor); responsible for office mail (e.g., opens, time stamps, sorts, meters and distributes all mail received in office, receives & signs for certified mail); maintains schedule for conference rooms and OCB receptionist accounts (e.g.; confides on room conflicts and room configurations).	Knowledge of (6) labor relations;* (13a) general office practices & procedures; (13b) DAS/HRD/OCB policies & procedures;* skill in (25b) word processing using Microsoft office; (29) equipment operation in centrex telephone system and computer terminal; (30a) carry out simple instructions; (32b) recognize safety warnings; (32g) copy records precisely without error; (33b) sort items into categories according to established methods; (34d) answer routine telephone inquiries from public.
	30	Maintains email contact lists, staff phone & address lists (e.g., verifies accuracy, updates lists on computer); updates & sends reminders for Leadership Actions items, updates staff schedule board & library publications, performs secretarial functions for OCB staff (e.g., schedules meetings, conferences, monitors calendars, composes correspondence, types documents, correspondence & memoranda, scans documents, enters data into spreadsheets).	Knowledge of: (12) office management; 13, 25, (26) dictation or speedwriting; 29. Skill in 25, 29. Ability to 30j (copy material accurately & recognize grammatical & spelling errors; 32, 33.
	15	Serves as back up to clerical staff (e.g., scans & photocopies materials, types & collates materials, builds files); assists with special projects as requested.	Knowledge of: (12) office management; 13, 25, (26) dictation or speedwriting; 29. Skill in 25, 29. Ability to 30j (copy material accurately & recognize grammatical & spelling errors; 32, 33.
			Knowledge of: (12) office management; 13, 25. Skill in 25, 29. Ability to 30.
			*Developed after employment.
JOB CODE TITLE 99580 Administrative Staff	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 
			DATE 7/15/11