

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
IGD/Deputy Director's Office

POSITION NUMBER
20006653 (61102.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006629 Deputy Director 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Provides secretarial & non-routine administrative support (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures to resolve problems, to prepare correspondence &/or reports or to carry out other assignments) for Investment & Governance Division (IGD) Deputy Director & other staff members: uses personal computer & various software packages (e.g. Microsoft Office, Outlook) to schedule meetings, respond to email, draft correspondence & reports; receives & responds to correspondence involving requests for general or specific information relative to IGD activities; as liaison between Deputy Director & IGD staff, provides clarification of memoranda & verbal directions issued; writes & issues directives & memoranda under own signature to keep office staff abreast of changes in policies & procedures & office activities & to transmit assignments; follows up on assignments made to staff (e.g., maintains logs, tracks documents & work flow activity); assists in acquisition & maintenance of office machines (e.g., telephones, fax machines).	Knowledge of (1) administrative practices & procedures; (2) English grammar & composition; (3) office practices & procedures*; (4) agency policies & procedures*; (5) government structure & process*; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook, Access, laser printer). Ability to (7) deal with many variables & determine specific action; (8) communicate verbally & in writing on sensitive & confidential matters; (9) write routine business letters, evaluations & reports; (10) gather, collate & classify information; (11) assess questions & provide appropriate information; (12) handle inquiries from staff, public, & government officials.
40	Performs other related secretarial functions: initiates purchase orders for contracts & supplies; makes travel arrangements; takes & transcribes meeting minutes; arranges & prepares materials & conference rooms for meetings; coordinates, researches & schedules conferences, seminars & training sessions; prepares & distributes notifications; handles routine & sensitive calls in Deputy's absence & routes calls to appropriate individual if needed.	Knowledge of 1, 2, 3, 4*, 5* Skill in 6 Ability to 7, 8, 9, 10, 11

*developed after employment

JOB CODE TITLE
Executive Secretary I

JOB CODE
16832

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/11/02

April 9-23-08 CB