

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
Office of State Chief Information Officer

POSITION NUMBER
20006654

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006652 Deputy Director 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
Intermittent as needed up to 1000 hrs/fiscal year

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	Performs secretarial & non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretations of policies & procedures to resolve problems) for the Office of the State Chief Information Officer's (CIO) office & other staff members using personal computers & various software packages (e.g. Microsoft Office, Outlook); receives & responds to correspondence involving requests for specific information relative to the State CIO's office &/or Office of Information Technology (OIT) activities; provides verbal &/or written information regarding services & activities of OIT to divisional/departmental staff, external customers, vendors & general public; conducts follow-up on assignments made to staff; assists in 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*; Skill in (5) operation of personal computer & associated hardware/software (e.g., Microsoft Office Outlook, Microsoft Word, Excel, laser printer); Ability to (6) deal with a many variables and determine specific action; (7) communicate verbally & in writing on sensitive & confidential matters; (8) write routine business letters, evaluations & reports; (9) gather, collate & classify information about data, people or things, (10) assess questions & provide appropriate information.
40	Acts as primary point of contact, greeter, and screener for all visitors & phone calls to the OIT Director's office: maintains a professional image and demeanor befitting this role; performs related duties (e.g., answers phones, opens mail); responds to inquires from constituents, customers & employees, creates, manages, oversees &/or monitors assigned projects.	Knowledge of 1, 2, 3*, 4* Skill in 5 Ability to 6, 7, 8, 9, 10
20	Manages Director's calendar & performs other related duties as assigned (e.g., coordinates special projects & events with other departmental offices).	Knowledge of 1, 2, 3*, 4* Skill in 5 Ability to 6, 7, 8, 9, 10
Position is unclassified per 124.11(A)(9) of Ohio Revised Code.		*developed after employment

JOB CODE TITLE
Executive Secretary 1

JOB CODE
16831

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

[Handwritten Signature]

3/14/08

Apd 4-2-08 CB