

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS301990

DIVISION OR INSTITUTION
Human Resources Division

UNIT OR OFFICE
Benefits Administration

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20014982

Reclassification New Position Update Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt

Bargaining Unit 9

If FLSA Exempt, exemption type:

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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
15	<p>Performs administrative & secretarial tasks: maintains confidential files & records consistent with office practices & procedures &/or coordinates conferences & travel arrangements for supervisors; produces typed draft & maintains the EAP Advisory Roster; types routine letters & email documents (e.g., marketing materials, training materials, EAP forms) to other agencies; maintains inventory of equipment & general office supplies & orders as needed; maintains EAP files & record retention schedule & EAP office forms & purchasing requisitions & retrieves information; coordinate procurement of office supplies; uses the Ohio Administrative Knowledge System (OAKS) to initiate requests to purchase; coordinates information &/or prepares purchase requisitions for review & signatures; tracks spending & maintains related records using spreadsheet software; retrieves confidential Participant Agreements (PA) & Release for Information documents from Outlook Web Access & distributes to the appropriate EAP staff; updates & maintains office manuals & other reference materials by incorporating new or revised data (e.g., hard copy, PC document revisions), collects, tracks & maintains documents, expenditures, forms & files (e.g., time sheets, leave sheets, flex schedules, sign in sheets, print orders); prepares & assembles informational materials & packets (e.g., questionnaires, brochures, PowerPoint presentations & evaluations) for on-site trainings, meetings, retreats and field visits; scores & summarizes training evaluation results from EAP training sessions; organizes conferences &/or retreats; performs public relations duties (e.g., responds to inquiries, furnishes information verbally &/or in writing, explains role of EAP to general public); works on special assignments & projects as directed (e.g., prepares reports, publications, memos & presentations); maintains & provides updated information for UBH provider list to supervisor & prepares summary reports (e.g., updates to provider list, in-take calls & walk-ins) using personal computer (PC) & word processing & spreadsheet software, Microsoft office system software; prepares draft communication for distribution of EAP newsletters to state agencies & institutions & creates &/or edits various documents (e.g., training presentations, participant guides, handouts) using Word processing &/or PowerPoint software.</p>	<p>Knowledge of: 1*, 2*, (7) public relations Skilled in: (3) equipment operations (e.g., personal computer, copy machine, fax & multi-phone lines) Ability to: 5, (8) maintain accurate records; (9) handle sensitive inquiries from & contacts with officials & general public.</p>

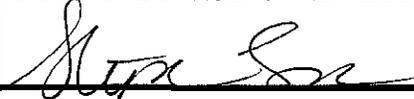
JOB TITLE
Administrative Professional 2

JOB CODE
16872

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



7-1-13

