

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division School

UNIT OR OFFICE
Employee Health Care Board

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20074483 Executive Director 3

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

POSITION NUMBER
20072054 (29400.0)

JOB CODE TITLE
Administrative Assistant 2

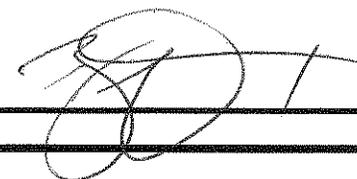
JOB CODE
63122

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Under general direction of School Employees Health Care Board (SEHCB) Executive Director; assists in program direction by relieving Executive Director of non-routine duties for SEHCB program; acts as liaison between Executive Director, Board & Public Schools Health Care Advisory Committee; receives & prepares responses to requests for general or specific information from public, media, legislature, state agencies & others; represents SEHCB Executive Director at meetings; researches & creates correspondence for the Executive Director's signature; develops & implements policies & operational procedures related to assigned areas; conducts research & prepares report of findings to responsible party; attends meetings on behalf of Executive Director.</p>	<p>Knowledge of: (1) public relations; (2) business administration; (3) agency specific & statewide policies & procedures*, (4) DAS agency policies & procedures*, (5) government structure & processes*, (6) policy & procedure development. Skill in: (7) use of personal computer & associated hardware (e.g. printers & peripherals) & software (e.g., MS Word, MS Excel). Ability to: (8) deal with problems, collect data, establish facts, draw valid conclusions & initiate solutions; (9) prepare complex, meaningful & accurate reports; (10) maintain accurate records; (11) use proper research methods in gathering data; (12) handle sensitive inquiries & contacts with employees, officials & general public.</p>
35	<p>Performs other related administrative duties; prepares variety of written reports; independently responds to requests, complaints & inquiries or distributes &/or escalates to appropriate person for immediate resolution; prepares updates for SEHCB Web site; prepares agendas & minutes for meetings; creates, monitors & maintains detailed logs tracking program activities.</p>	<p>Knowledge of: 1, 2, 3*, 4*, 5</p>
15	<p>Performs other related duties as assigned; answers incoming calls related to assigned program areas; schedules appointments & meetings; provides administrative support as required.</p> <p>Position is unclassified per Section 124.11(A) (9) Ohio Revised Code.</p>	<p>Knowledge of: 1, 6. Skill in: 7 Ability to: 12</p> <p>*developed after employment</p>

List Job Code Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



3/24/08

ADD (63122) 4-2-08