

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Department of Administrative Services  
DAS500000

DIVISION OR INSTITUTION  
Office of Information Technology

UNIT OR OFFICE  
Office of Security & Privacy

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20075306

Reclassification     New Position     Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Administrative Professional

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006651 Data Systems Administrator

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22  
PR 10  
Page 1 of 1

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
40	Provides secretarial & non-routine administrative support to the State Chief Information Security Officer & State Chief Privacy Officer as well as staff in the Office of Information Security & Privacy: independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures to resolve problems; prepares correspondence &/or reports; responds to correspondence; reviews & summarizes fiscal &/or operational or personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; communicates decisions, directives & assignments to appropriate staff; reviews & summarizes reports; coordinates acquisition & maintenance of office machines such as telephones, copiers, computers.	<b>Knowledge of</b> (1) English grammar & composition; (2) office practices & procedures; (3) standard filing systems; (4) customer service techniques; <b>Skill in</b> (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook); <b>Ability to</b> (6) write routine business letters, evaluations & records; (7) gather, collate & classify information about data, people, or things; (8) assess questions & provide appropriate information or referral; (9) prioritize assignments & meet deadlines.
30	Performs secretarial tasks: prepares confidential correspondence &/or reports; maintains confidential files; maintains calendar & makes travel arrangements for supervisor; takes & transcribes minutes of meetings; handles sensitive telephone calls; channels calls to appropriate parties for response.	<b>Knowledge of</b> 1, 2, 3, 4 <b>Skill in</b> 5 <b>Ability to</b> 6, 7, 8, 9
10	Supports computer-based security awareness program: enrolls state employees into program, troubleshoots user access and recordkeeping problems.	<b>Knowledge of</b> 1, 2, 3, 4 <b>Skill in</b> 5 <b>Ability to</b> 6, 7, 8, 9
10	Maintains office web site: creates new web pages, updates content, reviews content on a weekly basis to ensure accuracy & relevance	<b>Knowledge of</b> 1, 2, 3, 4 <b>Skill in</b> 5 <b>Ability to</b> 6, 7, 8, 9
10	Performs other related tasks as required: receives opens, logs, distributes incoming mail; answers hone & screens calls; greets & directs visitors; maintains inventory of general office supplies & orders as needed; maintains files & retrieves information; prepares routine forms.	<b>Knowledge of</b> 1, 2, 3, 4 <b>Skill in</b> 5 <b>Ability to</b> 6, 7, 8, 9
This position is unclassified per 124.11(A)(9) of Ohio Revised Code.		*Developed after employment.

JOB CODE TITLE  
Administrative Professional 4

JOB CODE  
16874

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*David A Brown*

5/14/14

*see 5/15/14*