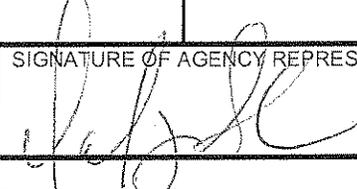


| | | |
|---|--------------------------------------|----------------------------------|
| POSITION DESCRIPTION | | AGENCY/DEPT ID DAS505170 |
| DIVISION OR INSTITUTION Office of Information Technology | UNIT OR OFFICE Security & Privacy | COUNTY OF EMPLOYMENT Franklin |

| | | | | |
|---|---|---|---|------------------------------------|
| POSITION NUMBER 20075306 JOB CODE TITLE Executive Secretary I JOB CODE 16832 | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update | | Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree | |
| | USUAL WORKING TITLE OF POSITION Executive Secretary | | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006651 Data Systems Administrator | |
| | <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent | <input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential | Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type: | Bargaining Unit Page 1 of 2 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 am TO: 5:00 pm | | | |
| JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | | |
| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | | |
| 50 | 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. | Knowledge of (1) English grammar & composition; (2) office practices & procedures; (3) standard filing systems; (4) customer service techniques; Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook); Ability to (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. | | |
| 40 | 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. | Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 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. | Knowledge of 1, 2, 3, 4 Skill in 5 Ability to 6, 7, 8, 9 | | |
| This position is unclassified per 124.11(A)(9) of Ohio Revised Code. | | | | |
| List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE | DATE | |
| | |  | 5/18/2010 | |

Appd 5/18/10 cfb