

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
School Employees Health Care Board

POSITION NUMBER
20076049

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary

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

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Under general direction of School Employees Health Care Board (SEHCB) Executive Director: performs secretarial & non-routine tasks (e.g., resolves problems; reviews & summarizes reports; acts as liaison between Executive Director & SEHCB team, state government & private sector; receives, responds & creates correspondence involving requests for general or specific information for Executive Director's signature; represents Executive Director at meetings; monitors status of projects, issues & initiatives; receives direction & take appropriate action as warranted; reviews & edits documentation to facilitate Executive Director's approval processes (e.g. SEHCB documents, reports; coordinates SEHCB office on special projects, events; screens calls; prepares agendas, takes minutes in meetings); independently responds to inquiries from other state agencies & general public on routine & non-routine topics (e.g., project details, SEHCB functions, policies & procedures); prepares reports & correspondence of most confidential nature (e.g., management strategies, proposed SEHCB wide policy positions); supervises daily operation of Executive Director's office & manages office functions; oversees, monitors & performs support activities (e.g., typing, filing, data processing, handling of confidential, sensitive or critical documentation, makes travel arrangements & prepares travel documents; develops agendas; tracks signature items for the Executive Director).	Knowledge of (1) public relations; (2) office practices & procedures related to DAS & SEHCB*; (3) agency specific & state-wide policies & procedures; (4) government structure & processes*. Skill in (5) operation of personal computer related software/hardware (e.g., printers & peripherals, MS Word, MC Excel, spreadsheets & Access database). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) prepare meaningful, concise & accurate reports; (8) write letters, memos, policies, procedures & reports; (9) gather, collate & classify information about data, people or things.
25	Performs other related duties as assigned (e.g., orders office supplies, prepares records retention schedules; prepares variety of written reports; answers incoming calls related to assigned program areas; schedules appointments & meetings).	Knowledge of 1, 2*, 3, 4* Skill in 5 Ability to 6, 7, 8, 9. *developed after employment

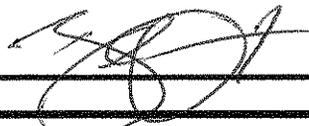
JOB CODE TITLE
Executi ve Secretary 1

JOB CODE
16832

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/12/08