100-300U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS//DAS104200

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Equal Opportunity Division	Affirmative Action/Equal Employment Opportunity	Franklin

POSITION NUMBER 20076690

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
College Intern	20006003 EEO Program Manager

☐ Permanent ☒ Temporary ☐ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☐ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1

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

JOB CODE TITLE College Intern

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
85	Under direction of EEO Program Manager, assists with development & preparation of administrative functions for statewide EEO training & other duties as assigned in an EEO work environment: performs data entry of EEO data on personal computers to create or revise documents; backs up data to disk for future retention; operates word processing equipment (e.g., personal computer, laser printer, electric typewriter) & software (e.g., Windows XP, Microsoft Word, Excel, Access, PowerPoint, Lotus Notes) to produce basic spreadsheets, graphs, charts, mailing labels & other routine material that requires formatting & other word processing techniques; performs clerical duties (e.g., sorts & distributes mail, updates & maintains filing system, operates photocopier, maintains records).	Knowledge of (1) office practices & procedures; (2) customer service; (3) agency policies & procedures relating to EEO*. Skill in (4) operation of personal computer & associated hardware/software (e.g., Windows XP, MS Word, Excel, Access, PowerPoint) & use of Internet. Ability to (5) carry out instructions in oral & written form; (6) maintain accurate records; (7) work alone on most tasks; (8) proofread written materials, recognize errors & make corrections; (9) handle multiple tasks; (10) complete routine forms.
15	Performs other clerical related duties for division as assigned (e.g., types, copies & files); assists with advancement of division's major programs & projects as directed; assists with preparation of materials for division trainings when needed (e.g., operates personal computer), types divisional correspondence; conducts follow-up phone calls.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7, 8, 9, 10 Major course of study: Business Management, Human Resources Management &/or Public Administration
	Unclassified per ORC 124.11(A) (12)	*developed after employment.

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	[signature]	8/10/2010

Appd 6-10-10 DC