

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

Equal Opportunity Division

UNIT OR OFFICE
Administration

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005981 (3000.0) Deputy Director 5

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
85	Under direction of Deputy Director assists with administrative functions of Equal Opportunity Division: 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. Unclassified per ORC 124.11(A)(12)	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 * developed after employment.

List Position Numbers and Class Titles of positions directly supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Dwayne A. [Signature]

9/31/08

POSITION NUMBER
20076690

JOB CODE TITLE
College Intern

JOB CODE
99940

apd 10-16-08 ad