

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Computer Services

UNIT OR OFFICE
OGRIP

POSITION CONTROL NUMBER
41502.0

CLASS TITLE
Secretary

CLASS NUMBER
12551

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
41501.0 Administrative Assistant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)
6:30 a.m. – 3:30 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
70	Under direction of Ohio Geographically Referenced Information Program Executive Director, performs routine administrative tasks: types correspondence; maintains & updates various OGRIP online directories & calendars; provides oral & written explanations to internal & external inquiries related to OGRIP; assists in preparation of documentation for meetings & special events. Types & distributes administrative reports (e.g., inventory reports, MBE reports, travel reports); coordinates acquisition of office & computer equipment & supply requests; & coordinates maintenance of OGRIP office & computer equipment. Serves as support person at OGRIP sponsored and/or hosted conferences, seminars & workshops.	Knowledge of (1) administrative practices & procedures; (2) state, DAS & OGRIP policies & procedures*; (3) office practices & procedures; (5) English grammar & composition. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Access, state mainframe*). Ability to (7) communicate effectively in writing & orally; (8) maintain confidentiality; (9) handle general & sensitive inquiries from & contacts with officials & general public; (10) deal with problems involving several variables within familiar context; (11) interpret instructions in written or oral form; (12) write routine business letters following standard procedures; (13) arrange items in numerical or alphabetical order; (14) move fingers easily to perform manual functions.
30	Performs basic clerical duties in OGRIP office: answers telephone, takes messages & screens calls; greets & directs visitors; receives & distributes mail; maintains time sheet records for OGRIP staff; maintains & updates OGRIP files; photocopies, faxes & mails documents/correspondence; types routine forms (e.g., purchasing & printing requests); serves as courier between SOT & Riffe. Performs other related secretarial & clerical duties as requested.	Knowledge of 1, 2, 3, 4 Skill in 6 Ability to 7, 8, 9, 10, 11, 13, 14.

*Developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

George Hesse / JH

9/22/03

App'd 12/18/03 CB