

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE  
Office of Collective Bargaining

POSITION CONTROL NUMBER  
50410.0

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Admin. Asst./Finance & Administration

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
50400.0 Administrative Staff(Manager-Finance & Administration)

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

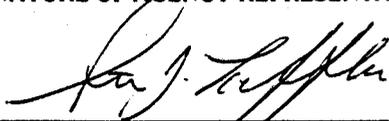
Page 1 of 2

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	<p>Performs secretarial functions for the Manager of Finance &amp; Administration (e.g., takes minutes at staff meetings &amp; union meetings as requested, schedules meetings &amp; conferences &amp; monitors manager's calendar; composes correspondence &amp; types documents, correspondence &amp; memoranda). Develops reports, compiles data &amp; obtains files &amp; records for use in preparing same; revises contents of manuals &amp; files; drafts &amp; signs memoranda &amp; correspondence. Sends e-mail responses &amp; requests to statewide labor relations staff. Enters data into Office of Collective Bargaining (OCB) databases (e.g., requests/authorizations for release time under all contracts &amp; or electronic mail database).</p>	<p>Knowledge of (1) labor relations;* (2) office management practices; (3) DAS/OCB policies and procedures;* (4) Collective Bargaining &amp; personnel practices*. Skill in (5) speedwriting &amp; transcription; (6) operation of personal computer &amp; related software, (e.g. Microsoft Word, Excel, Access, Lotus Notes)*. Ability to (7) deal with problems involving several variables in familiar and unfamiliar situations; (8) apply principles to solve practical problems; (9) understand labor relations; (10) define problems, collect data, establish facts &amp; draw valid conclusions; (11) deal with many variables &amp; determine specific action; (12) check pairs of items that are similar or dissimilar; (13) comprehend simple sentences with common vocabulary; (14) gather, collate &amp; classify information; (15) answer routine telephone inquiries from public; (16) handle sensitive inquiries from &amp; contacts with officials &amp; general public.</p> <p>*developed after employment</p>

*Upd 7-24-03 CB*

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
  
Steven J. Loeffler, Deputy Director

DATE  
7/8/03

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30	Serves as OCB website coordinator (e.g., works with OCB staff to provide timely and useful information on OCB website). Researches, analyzes, collects & prepares data for use in OCB website. Edits & proofreads copy & coordinates work with agency webmaster. Ensures website content complies with agency regulations.	Knowledge of 1*, 2, 3*, 4* Skill in 6* Ability to 7, 8, 9, 10, 11, 12, 13, 14, (17) edit articles for publication.
25	Assists in the preparation of mailings, labels, manuals, collating materials, photocopies, proofreads & other miscellaneous duties when required. Serves as back up to front desk receptionist & mail services. Prioritizes mail & routes to appropriate staff, follows up on assignments. Greets visitors and directs them to appropriate area, answers telephone & directs calls to appropriate OCB staff.	Knowledge of 1*, 2, 3*, 4* Skill in 6* Ability to 7, 8, 10, 11, 12, 13, 14, 15, 16
<p>Position is in unclassified service per 4117.10(D) of Ohio Revised Code.</p> <p style="text-align: right;">*developed after employment</p>		

CLASS TITLE  
Administrative Staff

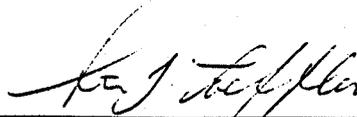
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App 7-24-03 CB

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