

1003004

POSITION DESCRIPTION	OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES	AGENCY Department of Administrative Services
	PERSONNEL DIVISION	DIVISION OR INSTITUTION Division of Computer Services
		UNIT OR OFFICE Construction Compliance Unit

Do not write in shaded area

<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	COUNTY OF EMPLOYMENT FRANKLIN
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USUAL WORKING TITLE Executive Secretary	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 3200.0 EOC Program Manager
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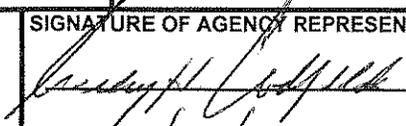
NORMAL WORKING HOURS (Explain unusual or rotating shift)
FROM: 08:00 AM TO: 05:00 PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in order of importance	Acceptable Characteristics
40	Prepares correspondence and reports (e.g. performs responsible and confidential secretarial duties for Program Manager and Program Supervisors in Construction Compliance Unit); reviews and summarizes simple and complex reports through data research and analysis. Independently and/or from brief instructions, compile reports and correspondence as directed (e.g. spreadsheets). Update, revise and maintain databases relating to construction compliance (to include data entry).	Knowledge of: 5, 11b, 12, 13a; Skills in 25b (Microsoft Word), 29 (Compaq PC), 301, 31e, 32t, 33e, 34f.
30	Develops and maintains Program Manager's and Supervisor's office procedures and recordkeeping mechanisms. Prepares reports. Assists the Program Manager and Supervisor's in various routine administrative responsibilities. On behalf of Program Manager, transmits information and decisions to staff in the Construction Compliance Unit. Makes appointments for the Program Manager. Maintains file for the division's incoming requests for services and ensures prompt replies.	Same as above.
20	Reviews correspondence for the Program Manager's signature from others in the division. Takes dictation at meetings; opens and distributes Program Manager's incoming mail to determine proper addressee on routine basis; types correspondence, prepares agenda, makes travel arrangements.	Same as above.
10	Performs other duties as requested.	Same as above.

POSITION CONTROL NUMBER: 3203.0
 CLASS TITLE: EX SECT
 CLASS NUMBER: 10832

DAS/OFC OF EMPLOYEE SVCS
 00 JUL 27 PM 1:36

List Position Numbers and Class Titles of positions supervised.	SIGNATURE OF AGENCY REPRESENTATIVE 
	DATE: 7/21/00