

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION

UNIT OR OFFICE
Office of Collective Bargaining

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Facility Admin Asst - PT

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006566(50300.0) Administrative Staff (Executive Assistant)

NORMAL WORKING HOURS (Explain unusual or rotating shift)
11:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
45	Ensures equipment & office areas are operational & efficient (e.g., visual & physical checks, documents problems, serves as liaison with repair company or building management, follows through with corrective action, determines special needs): coordinates & directs office moves (e.g., arranges for installation of equipment, telephones, movement of furniture, resolves complaints): performs basic repairs, preventative maintenance & installations (e.g., determines problem, follows manufacturers directions, verifies correct operation of equipment) on equipment (e.g., projectors, laptops, microphones, multi-line telephones, copiers, faxes, scanners).	Knowledge of (1) agency and OCB policies & procedures*; (2) federal postage regulations & procedures*; (3) public relations; (4) office practices and environment. Skill in (5) operation of projectors, laptops, microphones, multi-line telephones, copiers, faxes, scanners & postage meter; (6) use of personal computer & associated software (e.g., Microsoft Office). Ability to (7) recognize unusual, threatening or dangerous conditions & take appropriate action; (8) understand basic instruction in written, oral or picture form; (9) sort items in categories according to established methods; (10) lift, push, pull or otherwise move up to 40 lbs repeatedly; (11) obtain and maintain a valid Ohio driver's license.
35	Provides technical assistance (e.g., verifies problems, trains employees on use, ensures proper use of equipment) to employees & trains new staff on equipment (e.g., projectors, laptops, microphones, telephones, copiers, fax, scanners, printers): manages & implements technical & specialized projects related to equipment or facility (e.g., gathers information & material, serves as coordinator, reports progress to administrative staff, serves as liaison for facility): use of personal computer, printer & scanner (e.g., record data, develop correspondence & reports): operates postage meter & scales for office mail (e.g., weighs items, affixes postage, prepares cert mail): Drives state owned vehicle & performs periodic pickups and deliveries.	Knowledge of 1*, 2*, 3, 4. Skill in 5, 6. Ability to 7, 8, 9, 10, 11. *developed after employment

POSITION NUMBER
20006571(50127.0)

CLASS TITLE
Administrative Staff

CLASS NUMBER
99580

ADD 5-7-07 (DAY)

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/4/07

Steven J. Loeffler, Deputy Director

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20006571(50127.0)

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Facility Admin Asst - PT

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006566(50300.0) Administrative Staff (Executive Assistant)

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Inventories equipment & supplies (e.g., takes physical count, tags items, maintains inventory list): makes purchase recommendations of office equipment, materials & supplies (e.g., determines need, supplier & reviews State of Ohio contracts): receives equipment, parts & supplies (e.g. verifies correct delivery of items & invoices or packing slip, inventories & stocks items & ensures correct storage): maintains state vehicle (e.g., ensures maintenance schedule followed, sets up & delivers vehicle for repairs, maintains cleanliness & readiness for use): sets up rooms for meetings (e.g., seating configuration, cleanliness before & after event).	Knowledge of 1*, 2*, 3, 4. Skill in 5, 6. Ability to 7, 8, 9, 10,11.
5	Ensures coverage of receptionist area during work hours, daily delivery, stamping & routing of office mail; other duties as needed. This position is in unclassified service per section 4117.10(D) of Ohio Revised Code.	Knowledge of 1*, 2*, 3, 4. Skill in 5, 6. Ability to 7, 8, 9, 10,11. *developed after employment

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Administrative Staff

CLASS NUMBER
99580

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4/4/07

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