

# 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  
20006572 (50306.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Admin. Assistant/ LR & Contract Compliance

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

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
50	Performs secretarial functions for Labor Relations & Training staff (e.g., files, takes minutes at staff meetings & negotiation meetings as requested; schedules meetings, conferences & monitors calendars, composes correspondence & types documents, correspondence & memoranda regarding contract issues such as letters, reports, legal pleadings & documents to be filed with arbitrators, settlements & documents to be presented in negotiations & arbitration).	Knowledge of (1) labor relations*; (2) office management; (3) general office practices (4) agency & OCB policies & procedures*; (5) dictation or speedwriting. Skill in (6) operation of personal computer & associated hardware/software (e.g., Microsoft Office); (7) operation of Centrex telephone system. Ability to (8) carry out simple instructions; (9) copy records precisely without error; (10) sort items into categories according to established methods; (11) use proper research methods to gather data; (12) answer routine telephone inquiries from public.
30	Maintains & coordinates union releases for all bargaining units & tracks releases by contract article using electronic database; makes recommendations & assists in developing new enhancements & procedures for tracking program. Screens calls from unions & involves managers to determine resolution of article dispute.	Knowledge of: 1*, 2, 3, 4*. Skill in 6, 7. Ability to 8, 9, 10, 11, 12.
20	Assists in preparation of mailings, labels, manuals, collating materials & photocopies; proofreads files & other miscellaneous duties when required. Serves as back up to front desk receptionist & mail services.  Position is in unclassified service per Section 4117.10(D), Ohio Revised Code.	Knowledge of 1*, 2, 3, 4*. Skill in 6, 7. Ability to 8, 9, 10, 11, 12.  *developed after employment

CLASS TITLE  
Administrative Staff

CLASS NUMBER  
99580

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



4/4/07

Steven J. Loeffler, Deputy Director

AAS 5-7-07 UAY