

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Office of Information Technology
		DIVISION OR INSTITUTION Service Delivery Division
		UNIT OR OFFICE Enterprise Computing

POSITION NUMBER 20006449 (41808.0)	<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
	USUAL WORKING TITLE OF POSITION Administrative Assistant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006442 (41800.0) Data Systems Administrator
	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	Assists in program direction by relieving superior of non-routine administrative duties: under general direction of Service Delivery Division (SDD) Enterprise Computing Administrator, serves as liaison between administrator & staff; communicates decisions, directives & assignments to staff both on behalf of administrator & under own signature; reports business conditions that may adversely affect operations; serves as liaison for payroll processing (e.g., verifies biweekly payroll for all staff, works with SDD personnel office in completing payroll activities, resolves discrepancies in payroll reporting, assists payroll office as required); manages administrator's schedule (e.g., arranges dates, times & locations of meetings, prepares agendas & compiles materials to prepare administrator for meetings); attends & conducts meetings as required; takes meeting minutes & prepares minutes for distribution; prepares correspondence under own signature & for administrator's signature; represents administrator at meetings; registers employees for training classes & seminars; coordinates in- and out-of-state travel arrangements for Enterprise Computing employees; assists in processing requests for job postings & personnel selection packets; assists in maintaining a package of information for new employees & coordinating new employee orientations; assists in tracking & reporting on employee evaluations.	Knowledge of (1) business administration, management or public administration; (2) public relations/customer service; (3) agency policies & procedures*; (4) government structure & process*; (5) office practices & procedures; (6) agency payroll processing procedures*; (7) state travel regulations*; (8) budgeting; (9) agency personnel processes*; Skill in (10) operation of personal computer, laser printer & associated software (e.g. Microsoft Word & Excel); Ability to (11) define problems, collect data, establish facts & draw valid conclusions; (12) gather, collate & classify information about data, people or things; (13) maintain accurate records; (14) write standard business correspondence, reports, memorandums & like documents; (15) handle routing & sensitive telephone, written & face to face contact with employees, general public & private & government officials.
20	Formulates & implements standard operating procedures & policies for administrative processes: develops procedures for facilitating business functions effecting staff of SDD; develops policies & procedures in regard to petty cash & payroll & ensures those policies & procedures are followed; provides input, guidance & decisions on administrative issues.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7*, Skill in 10 Ability to 11, 12, 13, 14, 15 * developed after employment

App 2-23-07 CB

JOB CODE 63122	List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/15/07

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Office of Information Technology
	DIVISION OR INSTITUTION Service Delivery Division
	UNIT OR OFFICE Enterprise Computing

POSITION NUMBER 20006449 (41808.0)	<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
	USUAL WORKING TITLE OF POSITION Administrative Assistant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006442 (41800.0) Data Systems Administrator
	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
20	Performs administrative support duties: answers telephone & greets visitors for Enterprise Computing & substitutes for State of Ohio Computer Center front desk receptionist as required; coordinates charitable events for Enterprise Computing; assists with coordination of floor wardens & Agency-Wide Safety And Security Plan updates & coordination of essential employee list updates; maintains inventory of general office supplies & orders supplies as required; updates employee education records; approves Paperless Procurement System requests in administrator's absence; assists with preparation & distribution of monthly performance reports; reviews & summarizes fiscal, operational & personnel reports; maintains confidential files; establishes & maintains reporting systems for assigned areas of responsibility; verifies travel expense reports; interfaces with vendors in ensuring travel accommodations are procured timely & within budget; responsible for tracking & reporting travel purchases charged to a state credit card ;manages petty cash funds (e.g., maintains accounting or auditing procedures, manages distribution of funds, maintains fiscal controls ensuring accountability of disbursement of petty cash such as detailed logs on all credit card activity, meets with auditors & coordinates petty cash audits); attends training sessions.	Knowledge of 1, 2, 3*, 4*, 5, 7*, 8 Skill in 10 Ability to 11, 12, 13, 14, 15
10	Performs other clerical duties: receives & responds to sensitive phone calls or channels to appropriate parties; prepares reports, maintains logs, records & files; greets & directs visitors; researches & responds to inquiries & complaints from vendors & employees concerning payroll, travel & petty cash.	Knowledge of 1, 2, 3*, 4*, 5, 6*, 7*, 8, 9 Skill in 10 Ability to 11, 12, 14, 15
	Must submit to & pass a personal background check.	*developed after employment

Apd 2-23-07 CB

JOB CODE TITLE
 Administrative Assistant 2
 JOB CODE
 63122

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 2/15/07
--	--	-----------------