

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Office of Information Technology

DIVISION OR INSTITUTION  
Service Delivery Division

UNIT OR OFFICE  
Unified Network - MARCS

POSITION NUMBER  
20006370 (41632.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Executive Secretary

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20006369 (41630.0) Administrative Assistant 3

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
7:30 a.m. – 4:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB CODE TITLE  
Executive Secretary 1

JOB CODE  
16832

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Performs secretarial & non-routine administrative tasks: independently formulates decisions about policies & procedures to resolve problems; reviews contractor invoices, determines situational urgency & independently takes action; coordinates maintenance with vendors for equipment failures; acts as liaison between user agency management level personnel, Multi-Agency Radio Communications System (MARCS) project team & MARCS Quality Assurance contractor; prepares correspondence, reviews & summarizes reports, researches & prepares data for budget inclusion; communicates decisions, directives & assignments to appropriate staff; prepares confidential correspondence & reports, maintains confidential files, maintains calendar of events for office, takes & transcribes dictation or minutes of meetings.	Knowledge of (1) English grammar & composition; (2) office practices & procedures; (3) agency policies & procedures*; (4) government structure & process*; (5) customer service techniques; (6) telephone etiquette; Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Office); (8) operation of office machines (fax, copier); Ability to (9) apply principles to solve everyday problems; (10) write routine business letters; (11) maintain accurate records; (12) gather, collate & classify information about data, people, or things; (13) move fingers easily to perform manual functions; (14) assess questions & provide appropriate information or referral.
25	Performs other clerical duties: receives, opens, logs, & distributes incoming mail; answers & screen calls; greets & directs visitors; maintains inventory of office supplies & orders stock as needed; maintains office files & retrieves information; prepares records retention & disposal schedules & arranges record transfers.	Knowledge of 1, 2, 3*, 4*, 5, 6 Skill in 7, 8 Ability to 9, 10, 11, 12, 13, 14.  *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Gregory L. Mounts*

2/15/07

App'd 2-23-07 CB