

POSITION DESCRIPTION

AGENCY/DEPT ID

ODA/AGE911000

DIVISION OR INSTITUTION
EXECUTIVE

UNIT OR OFFICE

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20019705

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Administrative Professional 4

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20019674 – Assistant Director 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

Overtime: Eligible Exempt
If FLSA Exempt, exemption type:

Bargaining Unit
22E
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM:8:00AM TO: 5:00PM

JOB DESCRIPTION AND WORKER CHARACTERISTICS

JOB TITLE
Administrative Professional 4

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Performs routine administrative functions in support of Executive Division staff & other ODA staff, as directed: screens & routes calls (including providing constituents with information & assistance & processing constituent calls through GovQA as appropriate), directs visitors to appropriate staff; collects, distributes & processes mail, logs mail into mail tracking system as appropriate & monitors disposition; maintains calendars & schedules appointments; makes travel arrangements & processes reimbursements & other approved purchases; coordinates meetings (including meeting space & set up, prepares agendas, provides materials/copies, & coordinates speakers for meetings); transcribes notes & takes meeting minutes as directed; conducts research and gathers information; coordinates completion & submission to HR of Executive division bi-weekly payroll; processes performance evaluations (tracks & submits to HR); acts as division fiscal liaison regarding budget, purchases, supplies, registrations, subscriptions, etc.; operates & maintains office equipment (e.g., copier/scanner/fax, desktop computer, printers, audiophone & other conference room equipment); maintains filing system for Executive Division.	Rank 3 same as Rank 1
10	Performs other duties as assigned: prepares records retention schedules, coordinates division inventory & office equipment maintenance; provides high quality customer service (i.e., as per ODA policy B-830, division-specific customer service procedures, etc.) to internal & external customers.	Rank 4 same as Rank 1 (*)Developed after employment.

JOB TITLE
16874

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE