

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

POSITION CONTROL NUMBER
10110.0

CLASS TITLE
Administrative Assistant 2

CLASS NUMBER
63122

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Administrative Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
10105.0 Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. – 3:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>Acts for administrator by managing business functions for General Services Division (GSD) program units: Prepares comprehensive up-to-date reports summarizing each program unit's cash level, budget, disbursement & payroll spending; processes plan adjustment worksheets to transfer funding & cover expenditures; oversees divisional MBE & EDGE Spending Programs & Records Retention Program; analyzes & codes MIS bills & administrative assessments & oversees processing; works with Account Clerks to identify & resolve payment errors from previous months; assists Accounts Payable Manager in creating & distributing monthly disbursement reports.</p>	<p>Knowledge of (1) budgeting; (2) Generally Accepted Accounting Principles (GAAP); (3) applicable state & federal laws, rules, procedures & standards governing fiscal oversight*; (4) business administration; (5) agency policies & procedures*; (6) state payroll system & CAS*.</p> <p>Skill in: (7) word processing (e.g., Microsoft Suite, Word, Excel, Access, Power Point, Publishing); (8) operation of a personal computer to create, edit/revise, store & purge documents using office systems software.</p> <p>Ability to: (9) carry out detailed written or oral instructions; (10) deal with problems involving several variables in familiar context; (11) apply principles to solve practical, everyday problems; (12) define problems, collect data, establish facts & draw valid conclusions; (13) prepare meaningful, concise & accurate reports.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/ce

3/1/06

April 3-2-06

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USUAL WORKING TITLE OF POSITION: Administrative Assistant 2
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 10105.0 Fiscal Officer 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
7:00 a.m. - 3:30 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
30	Researches, analyzes & administers GSD Telecommunication Programs & services: Formulates & implements program policies & procedures for GSD (e.g., telecommunications system acquisition, maintenance & updates, telecommunication process service requests, additions, relocations, configurations & removals) ; troubleshoots telecommunication systems for circuit outages or other problems; analyzes, tests & isolates problems; initiates equipment & line repairs by dispatching technicians and/or contacting appropriate external contractors; maintains records of all actions taken; utilizes Centrex Mate software to configure phone line features.	Knowledge of 5 (14) Centrex telephone system Skill in 8 Ability to 9, 10, 11, 12
15	Manages GSD computer software & peripheral acquisition program: Researches, analyzes, configures & recommends PC software & hardware, copiers, fax machines, scanners, PDA's & classes; obtains specifications & quotes for purchases; prepares justification letters; researches MBE/EDGE vendors; meets with equipment & software vendors to discuss possible business transactions.	Knowledge of 1,3*,4,5*,6*, 14 Skill in 8 Ability to 9, 10, 11, 12, 13
15	Assists Accounts Payable Manager with various special projects: Assists in directing audits, inventory control & maintains Business Office unit's website as well as those of other GSD units. Updates charts of accounts, telephone & car listing. Acts as division photographer. This position is overtime exempt.	Knowledge of 1, 2, 3*, 4, 6* Skill in 7, 8, (14) operation of camera equipment Ability to 9, 10, 11, 12, 13 *developed after employment

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DATE

Jeffrey Westhoven/cc

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apd 3-2-06 c.f.