

<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE State Architect's Office

POSITION CONTROL NUMBER 11004.0	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Change		County of Employment Franklin
	USUAL WORKING TITLE OF POSITION College Intern	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 11002.0 Administrative Assistant 2	
	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
85	Provides receptionist duties for the State Architect's Office: Meet and greets public, operates telephone console; routes calls; takes detailed messages; answers routine questions. Provides clerical support: Prepares prevailing wage rate changes and forward to contractors; maintains records for prevailing wage rate changes issued; obtains information on files as requested; composes cover letters to send with wage rate changes; keeps updated files; receives incoming mail, special deliveries and overnight packages; opens mail, date stamps & distributes; sorts, copies, faxes & shreds documents; works with confidential material; performs data entry; creates spreadsheets; orders & stocks supplies for SAO; maintains supply books & brochures; prepares information packets.	Knowledge of: (1) public relations; (2) agency regulations, policies & procedures*; (3) office practices & procedures* Skill in (4) operation of a personal computer & related software (e.g., Microsoft Word, Excel, Outlook & PowerPoint); (5) operation of calculator, telephone, shredder, copier & fax machine. Ability to (6) carry out detailed but basic written or oral instructions; (7) apply principles to solve practical, everyday problems; (8) count, do basic addition & subtraction; (9) read, comprehend & record figures accurately; (10) copy materials accurately & recognize grammatical & spelling errors; (11) prepare meaningful, concise & accurate reports; (12) maintain accurate records & files.
15	Maintains pool cars: Coordinates usage & service requests as needed; keeps log books for vehicles; provides monthly mileage reports. Performs other duties as assigned.	Skill in 4 Ability to 6, 11, 12

* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 10/12/05
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CLASS TITLE
College Intern

 CLASS NUMBER
99940