

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Office Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
13300.0 Administrative Officer 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
55	Provides clerical support for copy center operations. Updates copy center job tickets. Processes on-line orders for forms. Assists with monthly billing. Prepares credit card reconciliation log. Receives, opens and distributes mail.	Knowledge of (13a) office practices and procedures. Skill in (29) operation of a personal computer using Excel, All in One*, CAS*. Ability to (30c) carry out detailed but basic written or oral instructions; (31c) comprehend and record figures accurately; (32g) copy records precisely without error; (33e) gather, collate and classify information about data, people or things.
25	Answers telephone, takes messages from customers and vendors. Routes inquiries to appropriate source. Greets visitors and answers inquiries from guests. Provides price quotes to customers.	Knowledge of 13a. Skill in 29 calculator. Ability to 30c, 32g, 33e, (34d) answer routine telephone inquiries from public.
20	Maintains office records in CAS, production reports, and inventories in CAS, All in One, and Microsoft Excel. Orders office supplies. Maintains filing system. Provides back-up to secretary for payroll and billing functions. Maintains office equipment in work area. Performs related duties as required.	Knowledge of (3) inventory control; 13a Skill in 29 CAS*, All in One*, Excel. Ability to 30c, 31c, 32g, 33e. * developed after employment

POSITION CONTROL NUMBER
13306.0

CLASS TITLE
Office Assistant 2

CLASS NUMBER
12512

Apr 12-12-02CB

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 11-26-02