

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State & Federal Surplus

POSITION CONTROL NUMBER
14404.0

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
14400.0 Management Analyst Supervisor 2

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

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Acts for State & Federal Surplus Administrator by overseeing Federal Surplus Program operations: reviews applications for tax-supported non-profit organizations within Ohio & recommends approval for donee eligibility; assists donees in screening & acquiring surplus federal property located both inside & outside United States; serves as liaison between appropriate federal agency & donee; obtains shipping cost estimates in order to coordinate overseas shipments; formulates & implements policy; compiles & prepares inventory reports; utilizes GSAccess website to identify & freeze federal surplus property for members of federal program; initiates & completes associated paperwork (e.g., federal screening cards, direct transfer documents, invoices, shortage/overage forms); builds catalog to advertise items in warehouse for public auctions; prepares correspondence to variety of agencies regarding program guidelines & procedures; maintains state surplus websites (e.g., uploads graphic files to State of Ohio Web Server & GovDeals website, edits graphic files).	Knowledge of (1) agency policies & procedures relating to surplus property*; (2) federal & state surplus law*; (3) inventory control; (4) public relations/customer service. Skill in (5) operation of a personal computer & associated hardware/software (e.g., word, excel, publisher, dream weaver). Ability to (6) define problems, collect data, establish facts & draw valid conclusions; (7) maintain accurate records; (8) prepare meaningful, concise & accurate reports; (9) prepare cost estimates; (10) sort items into categories according to established methods; (11) use proper research in gathering data; (12) answer routine inquiries from public.
20	Maintains database system for complete statewide inventory of State of Ohio surplus vehicles: completes associated paperwork (e.g., verifies data on turn-in documents & titles); compiles reports, keeps Administrator informed about replacement or new purchases for titles).	Knowledge of 1,2 Skill in 5 Ability to 6, 7, 8, 10, 11
15	Performs public relations duties & non-routine tasks: responds to inquiries & complaints; greets customers & assists with completion of paperwork; conducts research, as required; utilizes personal computer to complete forms required for selling thirty day tags. Must obtain & maintain Notary Public Certification.	Knowledge of 1*, 2*, 4 Skill in 5 Ability to 6, 7, 8, 11, 12 (13) complete routine forms.

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 10-12-04

apd 10-20-04 al