POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

POSITION CONTROL NUMBER
15000.4

CLASS TITLE
Office Assistant 2

CLASS NUMBER
12512

☒ 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
15000.2 Management Analyst Supervisor 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
50	Under the direction of Administrative Support Unit supervisor within the Office of State Purchasing, performs clerical duties (e.g., answers phones, prepares & responds to routine correspondence, faxes information). Maintains the "listserv" for the State Purchasing User Group (SPUG), sends out messages via the listserv & maintains SPUG minutes.	Knowledge of (1) office practices & procedures; (2) customer service relations; (3) agency policies & procedures relating to purchasing*. Skill in (4) operation of personal computer (e.g., MS Word, Excel & the Internet). Ability to (5) work with others on group projects; (6) work alone; (7) carry out detailed written instructions; (8) arrange & sort data for reports; (9) handle multiple tasks; (10) answer routine telephone inquiries from public.
25	Performs all activities associated with Fixed Asset Management Information System (FAMS) or its OAKS equivalent. Maintains asset records, salvages old equipment, & prepares reports relating to inventory, as requested. Tags new equipment, maintains, updates & deletes information in the FAMS database.	Knowledge of 1, (11) inventory control Skill in 4 Ability to 5, 6, 7, 8, 9, (12) maintain accurate records; (13) prepare concise & accurate reports.
15	Assists administrative assistant & supervisor in collection of data for routine reports (e.g., office metrics). Acts as liaison in planning of sponsored charity events, prepares flyers & associated correspondence. Maintains proceeds collected in an organized & safe manner in order to prevent theft.	Knowledge of 1, 2 Skill in 4, (14) preparation of flyers & correspondence. Ability to 5, 6, 7, (15) count, do basic addition & subtraction; (16) maintain & record figures accurately.
10	Other duties as assigned (e.g., organizes & maintains office supply cabinet, reports when reorders are needed).	Ability to 12 Must be detailed oriented and have good organizational skills. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised.

SIGNATURE OF AGENCY REPRESENTATIVE: Richard M. Hickman

DATE: 05-13-04

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