

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
15110.0

CLASS TITLE
Clerk 2

CLASS NUMBER
12112

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Clerk 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
15000.3 Administrative Assistant 3

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
70	Utilizes Internet to extract vendor registration data from Director's Chair (e.g., electronic vendor registration database) & creates e-mail notification to vendors advising of potential procurement opportunities: enters data from term contract awards or addenda into Central Accounting System (i.e., NIGP commodity code & pricing, contract number, inception & expiration dates); inputs data from One-Time Invitation to Bid award into back office web site, including html language; assists customers with vendor registration; distributes mail for State Purchasing section; clocks in bid mail for bid desk; logs in receipt of Certified, UPS, Fed EX & other courier deliveries; receives complaint to vendor actions in order to maintain log & forward to appropriate buyer.	Knowledge of (1) office practices & procedures; (2) customer service; (3) human relations. Skill in (4) operation of personal computer & associated software (e.g., MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) prepare print orders; (7) maintain & update files; (8) complete routine forms; (9) proofread documents; (10) add, subtract, multiply & divide whole numbers; (11) copy records precisely without error; (12) distribute internal mail; (13) answer routine phone calls; (14) cooperate with co-workers on projects; (15) maintain accurate records.
25	Greets visitors at bid desk; files documentation upon completion (i.e., complaint to vendor actions, One-Time Bid folders, & Term Contract files). Acts as back-up for record retention coordinator & State Purchasing bid openings.	Knowledge of 1, 2, 3 Skills in 4 Ability to 5, 7, 8, 9, 11, 12, 13, 14, 15.
5	Performs other duties as required.	

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Richard M. Hickman 07-27-04

opd 8-2-04