

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS102310
DIVISION OR INSTITUTION Administrative Support Division	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005444	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Fiscal Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005429 Fiscal Officer 3	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.				

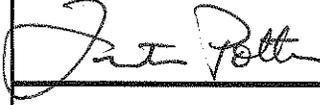
JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Assists in program direction by relieving Finance Policy Manager and Chief Financial Officer (CFO) of non-routine duties related to the Department of Administrative Services (DAS), Office of Finance operations. Coordinates agency-wide records retention program: formulate & implement program operational policy & procedures for records retention program; clarifies records program legal issues with DAS legal counsel; acts as liaison with division records coordinators, works with records storage facility to ensure compliance with policy & timely turnaround; recommends changes in program procedures to manager and CFO; reviews division requests for record storage; conducts informational sessions on records retention program, assists division records program liaisons with developing and implementing records retention schedules; arranges for records pickup & delivery when necessary; acts as records officer for Administrative Support Division (ASD); reviews and approves DAS records retention schedules and submits to State Records Office for action; distributes records retention law and procedure updates, researches trends in records storage (e.g., electronic media and paper). Coordinates Forms Management program for DAS per guidance from State Forms program office. Assists with research and editing of agency financial policies.	Knowledge of (1) applicable state & laws, rules & regulations governing records retention*; (2) agency policy & procedures*; (3) employee training; (4) PeopleSoft web-based application. Skill in (5) use of personal computer and associated software and hardware (e.g., MS Office, Excel). Ability to (6) define problems, collect data, establish facts & draw valid conclusion; (7) interpret variety of instructions in writing & oral form; (8) calculate fractions, decimals & percentages; (9) develop & complete routine forms (e.g., records retention documents); (10) prepare meaningful, concise & accurate reports; (11) use proper research methods in gathering date; (12) cooperate with co-workers on group projects (13) answer routine telephone inquiries.

JOB CODE 63122 JOB TITLE Administrative Assistant 2 APR 5-12-2010 US	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5.5.10

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NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Maintains equipment inventory and enters appropriate data into OAKS Asset Management module for assigned program areas; reconciles equipment purchase data with asset entries to ensure that all new equipment purchased has been appropriately tagged; completes annual asset financial reporting tasks and coordinates biennial physical inventory for assets in area of responsibility; maintains current location of all equipment in areas of responsibility and equipment transferred to/from other divisions and State Surplus to ensure that transfers and deletions are properly recorded in the OAKS Asset Module.	Knowledge of 1*, 2*, 3, 4, (14) inventory control. Skill in 5 (e.g., Ohio Administrative Knowledge System [OAKS]*). Ability to 6, 7, 8, 9, 10, 11, 12, 13.
15	Attends meetings regarding areas of responsibility; prepares correspondence and responds to inquiries. Manages equipment storage room: checks-out shared equipment and follows up on equipment that is not returned as scheduled; submits and coordinates building work orders for office; works on special assignment & performs other related duties as requested by manager or CFO (e.g., logs in checks; answers phones; coordinates phone bill approval and distributes mail).	Knowledge of 1*, 2&, 3, 4, 14. Skill in 5. Ability to 6, 7, 8, 9, 10, 11, 12, 13.
		*Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 5-5-10
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JOB CODE 63122 JOB TITLE Administrative Assistant 2 APP 5-12-10 OAD