

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105220
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005501 JOB TITLE Account Clerk 1 JOB CODE 16511	<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 Account Clerk 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005500 Fiscal Officer 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 am TO: 5:30 pm PART-TIME Report-in location subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	30	Posts accounting transactions & processes accounting documents: processes incoming checks (e.g., reviews for errors, determines revenue category); enters check data into Ohio Administrative Knowledge System (OAKS); runs check log report from OAKS; verifies accuracy of data entered; stamps for endorsement.	Knowledge of (1) office practices & procedures; (2) structure of division*; (3) bookkeeping; (4) agency & state bookkeeping policies & procedures*. Skill in (5) operation of computer & associated hardware & software (e.g., Access, Word, Excel, OAKS*). Ability to (6) deal with problems involving few variables; (7) check pairs of items that are similar or dissimilar; (8) comprehend & record figures accurately; (9) maintain accurate records; (10) proofread materials, recognize errors & make corrections.	
	25	Reviews, codes & processes invoices, receipts, vouchers or other accounting documents: assists with processing purchase requests; creates & enters data into spreadsheets or databases; researches past purchases; retrieves voucher information from OAKS & from files; verifies receipt & payment of invoices; prints, date stamps & files purchase orders; files vouchers & various accounting reports; scans or copies payables documents; pre-codes & pre-processes invoices for payment.	Knowledge of 1, 2*, 3, 4*, (11) addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in 5, (12) operate office equipment (e.g., copier, fax, calculator). Ability to 6, 7, 8, 9, 10, (13) prepare meaningful, concise & accurate reports.	
	25	Coordinates & processes telecommunications requests for GSD: reviews & processes purchase requests with proper management approval for telecom equipment, service requests, additions, relocations, configurations & removals; researches telecommunication systems for circuit outages or other problems; initiates equipment & line repairs by dispatching technicians & /or contacting external contractors; maintains records of actions taken; utilizes software to configure phone line features.	Knowledge of 1, 2*, (14) state telecommunications policies & procedures*. Skill in 5, 12. Ability to 6, 8, 9, 10, 12, 13.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen/ce</i>	DATE 6/9/10

App'd 6.15.10 *(Signature)*

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105220

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Business Office

COUNTY OF EMPLOYMENT
Franklin

Reclassification New Position Update

Position Hyperlinked to
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Account Clerk 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005500 Fiscal Officer 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:30 am

TO: 5:30 pm

PART-TIME

Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Provides clerical & administrative support to GSD business functions: answers telephones; creates electronic documents; prepares correspondence; picks up, opens, time stamps & distributes all incoming mail for Business Operations & Deputy Director's Office; provides support to charity campaigns; maintains division telephone directory; coordinates records storage for Business Office; maintains employee fund.	Knowledge of 1, 2*. Skill in 5, 12. Ability to 6, 9, 10, 11.
10	Oversees supply orders & various types of equipment (e.g., copiers, faxes, printers) for Business Operations; prepares periodic inventory reports & reconciliation of supplies (e.g., paper, other office supplies).	Knowledge of 1, 2*, 3, 4*, 11, (14) inventory control Skill in 5, 12. Ability to 6, 7, 8, 9, 10, 13. *developed after employment

POSITION NUMBER
20005501

JOB TITLE
Account Clerk 1

JOB CODE
16511

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhonen/ce

6/9/10

App 6-15-10