POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Procurement Services	Franklin

POSITION NUMBER 20005501

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Clerk 3	See Table of Organization

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. (Report in location & work hours subject to change)

JOB CODE TITLE Clerk 3

JOB CODE 12113

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Performs specialized clerical tasks: initiates Agency Purchase Requests (APRs) for office supplies for Office of Procurement Services or communicates need for office supply purchases with General Services Division business management unit in DAS Office of Finance; receives & verifies monthly disbursement journal (e.g., saves to network, reviews & looks for discrepancies, reconciles with management, forwards as necessary); assists with asset inventory (e.g., logs assets, ensure asset tags are received & placed on items, assists with yearly audit).	Knowledge of (1) office practices & procedures; (2) bookkeeping; (3) customer service techniques & practices; (4) addition, subtraction, multiplication, division, fractions, percentages & decimals; (5) agency & unit purchasing policies & procedures* Skill in (6) operation of computer & associated hardware/software (e.g., Microsoft Word, Excel, Adobe Acrobat, Outlook, Omnicom*, OAKS*); (7) operation of office equipment (e.g., copier, scanner, calculator). Ability to (8) deal with problems involving few variables; (9) comprehend & record figures accurately; (10) maintain accurate records; (11) proofread materials, recognize errors & make corrections; (12) prepare meaningful, concise & accurate reports.
30	Receives, stores & holds bid openings: enters UPS tracking number in Excel log as received; prepares necessary forms; sorts bids; opens bid with representative from Auditor of State; takes picture of label with time stamp & saves to drive; verifies EDGE/MBE status on-line; updates master bid log in Excel; forwards bid folder to analyst; posts on time replies to procurement website.	Knowledge of 1, 4, 5* Skill in 6, 7 Ability to 8, 9, 10, 11, 12, (13) handle inquiries from general public.
30	Provides clerical support duties: checks & sets time clock against naval time clock on-line; sets bid desk vendor PC every morning to Procurement Opportunities site; sorts & distributes mail twice daily; monitors & distributes faxed documents coming through email; scans & uploads supporting documents to Omnicom (e.g., price lists, contracts, amendments); conducts quarterly overtime canvass for office; maintains files; answers general customer inquiries or refers to staff or supervisor.	Knowledge of 1, 4, 5* Skill in 6, 7 Ability to 9, 10, 12
10	Serves as charity event coordinator for office: plans coordinate fundraising events (e.g., Operation Feed, Combined Charity & Holiday Food Basket campaigns); communicates events throughout office & building; creates flyers; collects & secures money in safe.	Knowledge of 1, 4, 6* Skill in 7, 8 Ability to 10, 11, 12, 13 *developed after employment.

Upd 7.10.15 (ca)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Erich Gassert	7/10/15