

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Architect's Office

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Receptionist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005519 Deputy Director 5

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:30 a.m. - 4:30 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Operates personal computer system & software to type, merge & prepare complex technical materials (e.g., correspondence, specifications) that require understanding of architectural terminology; prepares electronic documents (e.g., form letters, agreements, amendments) to support projects for State Architect's Office (SAO) personnel (e.g., State Architect, executive assistant, project services staff); prepares prevailing wage packages for inclusion in project manuals; prepares notification letters to be mailed to contractors in reference to wage updates in various counties in Ohio; prepares & performs filing for SAO (e.g., local administration, correspondence, contractor, architects payroll, tabulation of bid); prepares documentation for off-site storage after project close-out; retrieves documents & schedules document reviews (e.g., for state agencies, attorneys, general public); monitors personnel for document protection in accordance with DAS policy.	Knowledge of (1) word processing techniques; (2) document format; (3) punctuation; (4) grammar; (5) architectural terminology. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook*). Ability to (7) interpret variety of instructions in written, oral or picture form; (8) copy materials accurately; (9) recognize grammatical/spelling errors & make corrections; (10) sort items into categories according to established methods; (11) maintain accurate records.
40	Acts as receptionist for SAO & performs miscellaneous clerical tasks: greets & assists public with answers to specific questions; answers multi-line telephone, screens calls, routes calls to appropriate individual, takes messages; processes incoming mail (e.g., opens mail, date stamps, & distributes) & outgoing mail (e.g., completes courier forms for Fed Ex, UPS, certified mail); receives checks for routing to Business Office; operates office equipment (e.g., personal computer, copier, fax machine, calculator); operates personal computer & word processing software to produce basic routine materials (e.g., correspondence, labels, envelopes, lists, simple reports); schedules conference rooms; schedules maintenance of office equipment; inventories, orders & stocks supplies; maintains supply books & brochures.	Knowledge of 5, (12) office practices & procedures. Skill in 6, (13) operation of office machines (e.g., copier, fax machine, typewriter, calculator). Ability to 7, 8, 9, 10, 11, (14) answer & screen routine telephone calls from public; (15) completes routine forms; (16) comprehend sentences with common vocabulary.
10	Performs other related duties as assigned (e.g., assists electronic design specialist with special mailings).	Knowledge of 11, (17) agency policies & procedures*. Skill in 13 Ability to 7, 8, 9, 15 *developed after employment

POSITION NUMBER
20005526 (11016.0)

JOB CODE TITLE
Word Processing Specialist 2

JOB CODE
12612

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

4/10/09

apd 4-10-09 al