

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS106135
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005617 JOB TITLE College Intern JOB CODE 99940	<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 College Intern		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005681 Management Analyst Supervisor 2	
	<input type="checkbox"/> Permanent <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 98 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00am TO: 5:00pm Report in location and hours subject to change.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities
	70	Under direction of Community Rehabilitation Program (CRP) Manager, assists in various administrative duties: researches records, gathers & organizes data; creates reports; assesses product & services by CRP; types contacts; conducts data entry into OAKS & Office of Procurement Services (OPS) data bases; posts information onto OPS Web site & issues e-mail notifications of procurement projects; develops & maintains spreadsheets; reviews & proof reads documents; files & organizes documentation; mails correspondence to suppliers & contractors; provides general information on CRP.		Knowledge of (1) office practices & procedures relating to procurement services Skill in (2) operation of computer & associated hardware & software (e.g., word processing, Excel spreadsheet, database). Ability to (3) carry out instructions in written, oral form; (4) use proper research in gathering information; (5) maintain accurate records; (6) proofread technical materials, recognize errors & make corrections; (7) gather, collate & classify information about data, people, or things; (8) sort items into categories according to established methods; (9) work alone on most tasks.
	30	Assists analysts & other unit managers needed: provides contract assistance for Procurement Services Units; assists with vendor registration for mandatory training sessions; maintains quality control on web site; reviews completed contracts, renewals & new contracts; files documents; types correspondence; other duties as assigned.		Knowledge of 1 Skill in 2 Ability to 3, 4, 6, 7, 8, 9 *developed after employment.
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	DATE
				1/23/12

Appl 1.6.12aw