

POSITION DESCRIPTION		AGENCY/DEPT ID DAS/DAS105000
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Procurement Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005634 JOB CODE TITLE Clerk 3 JOB CODE 12113	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Clerk 3		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR See Table of Organization	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type	Bargaining Unit 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 DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities	
	40	Acts as liaison for Office of Procurement Services in the implementation & operation of Ohio Marketplace (OMP): enters contract pricing into Excel worksheets; validates price lists; creates contracts & vendors in OMP system; processes contracts in OMP (e.g., client managed, item master, & hosted); gathers information from vendors; attends meetings as needed.	Knowledge of (1) DAS & state purchasing policies & procedures (i.e., Ohio Revised Code, Ohio Administrative Code)*; (2) DAS/GSD government structure & process*; (3) public relations; (4) office practices & procedures; (5) addition, subtraction, multiplication, division, fractions, percentages & decimals. Skill in (6) operation of personal computer & office system software (e.g., MS Word, Excel, Outlook); (7) use of Internet to extract information. Ability to (8) carry out detailed written or oral instructions; (9) apply principles to solve practical everyday problems; (10) cooperate with co-workers on group projects; (11) handle sensitive inquiries from agencies & general public; (12) maintain accurate records; (13) prepare meaningful, concise & accurate reports; (14) use proper research methods in gathering data; (15) proofread technical materials recognized errors, & make corrections; (16) move fingers easily to perform manual functions repeatedly.	
	60	Performs specialized clerical tasks: audits & researches compliance of contracts for accurate pricing, multiple computations, cross referencing data, & variety of other procedures; searches records, gathers & organizes data, information & summarizes in preliminary reports; checks accuracy, clarifies discrepancies & certifies final data; prepares files for commodity teams; prepares amendments during a high peak or backlog period for CRP team; completes market study & spend analysis on various commodities & reports to management for possible strategic sourcing opportunities; assists on various special projects involving cleanup of departments share drive; answers & screens calls; provides information & assists public; other duties as assigned.	Knowledge of 1*, 2*, 3 Skill in 6, 7 Ability in 8, 9, 10, 11, 12, 13, 14, 15, 16 * developed after employment.	
	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Chris Selcher</i>	DATE 6/27/14

Apd 6.27.14 (cc)