

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Fleet Management

State Agency County Agency New Position Change

County of Employment
Franklin

POSITION NUMBER
20005635 (14506.0)

USUAL WORKING TITLE OF POSITION
Administrative Assistant 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005636 (14508.0) Administrative Assistant 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. - 4:00 p.m.

Page 1 of 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Provides fiscal, administrative & clerical support to all Office of Fleet Management (OFM) staff: enters motor vehicle inventory, operating, & other data into the fleet management information system or other software applications; runs reports from the fleet management information system or other software applications; maintains fleet & motor vehicle records in an orderly, efficient manner consistent with office policy / procedures & records retention schedules; prepares encumbrances, payments & other fiscal documents, as assigned by the fiscal officer; verifies accuracy & status of invoices; reconciles discrepancies with vendors; performs fiscal reconciliations & reports as assigned by the fiscal officer; maintains all fiscal records in an orderly, efficient manner consistent with records retention schedules.	Knowledge of: (1) divisional, departmental & state accounting rules, regulations & processes*; (2) OFM policies, procedures & processes*; (3) state records retention policies & procedures*. Skill in: (4) operation of a personal computer and associated software/hardware (e.g., Microsoft Word, Excel & Power Point, FleetOhio)*. Ability to: (5) deal with some abstract but mostly concrete variables; (6) calculate fractions, decimals & percentages; (7) prepares meaningful, concise & accurate reports; (8) work alone on projects or cooperate with co-workers on group projects.
25	Performs basic clerical duties: handling incoming telephone calls; distributes incoming & out-going mail; maintains OFM library; orders & maintains office supplies; acts as OFM inventory coordinator; acts as OFM records management coordinator; ensures office equipment is in proper working order; ensures all OFM areas (e.g., office & warehouse) are properly organized, clean & free of clutter.	Knowledge of: 1, (9) office management Skill in: 4 Ability to 5, 8, (10) add, subtract, multiply & divide whole numbers; (11) understand manuals & verbal instructions; (12) gather, collage & classify information.

JOB CODE TITLE
Administrative Assistant 1

JOB CODE
63121

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Washburn/ao

10/3/08

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<h1>POSITION DESCRIPTION</h1>	<h2>OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Department of Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE Fleet Management

POSITION NUMBER 20005635 (14506.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
	USUAL WORKING TITLE OF POSITION Administrative Assistant 1	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005636 (14508.0) Administrative Assistant 4
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 7:00 a.m. - 4:00 p.m.	

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
25	Acts as motor vehicle rental agent for General Services Division motor pool & State Office Tower parking passes: accepts verbal & electronic reservations; ensures motor pool vehicles are clean & in good operating condition; prepares reports as necessary; receives statewide motor vehicle complaints from citizens & state agencies; handles complaints in a manner prescribed by OFM management. Performs other duties as directed.	Knowledge of 1, (13) public relations; (14) human relations. Skill in 4. Ability to 5,8, 11, 12, 13.

List Position Numbers and Class Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven /ao</i>	DATE 10/3/08
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