

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION: Officer Assistant 2
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005642 (15000.2) Management Analyst Supervisor 2

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Performs clerical support under direction of Procurement Support supervisor within Office of Procurement Services: answers phones; prepares & responds to routine correspondence; faxes information; receives by email, fax, interoffice, U.S. mail or OAKS workflow agency requests for copier approval (ADM3257) or request for Release & Permit (ADM3252); verifies agency has completed ADM3257 form & submitted supporting documentation; verifies copier & pricing are available & accurate by checking against approved State Term Schedule using contract on State Procurement web site or reviewing file copy; requests additional documentation from agency & contractor when necessary; tracks Release & Permit request status & forwards request to appropriate manager for review & approval; enters approved Release & Permit into OAKS, & maintains files.	Knowledge of (1) office practices & procedures; (2) customer service; (3) agency policies & procedures relating to purchasing*. Skill in (4) operation of personal computer & related software (e.g., MS Word, Excel, Access, Workflow* & CAS*). Ability to (5) work with other on group projects; (6) work alone; (7) carry out detailed written instruction; (8) arrange & sort data for reports; (9) handle multiple tasks; (10) answer routine telephone inquires from public.
20	Performs all activities associated with Fixed Asset Management Information System (FAMS) or its OAKS equivalent. Maintains asset records, salvages old equipment, & prepares reports relating to inventory, as requested. Tags new equipment, maintains, updates & deletes information in FAMS database.	Knowledge of 1, (11) inventory control Skill in 4 (e.g., FAMS*) Ability to 5, 6, 7, 8, 9, (12) maintain accurate records; (13) prepare concise & accurate reports.
15	Acts as liaison in planning of sponsored charity events: prepares flyers & associated correspondence; maintains proceeds collected in an organized & safe manner in order to prevent theft.	Knowledge of 1, 2 Skill in 4, (14) preparation of flyers & correspondence. Ability to 5, 6, 7, 12, (15) count, do basic addition & subtraction; (16) maintain & record figures accurately.
5	Maintains office supplies: orders supplies; updates inventory database; organizes & maintains supply cabinet. Performs other duties as request by Office of Procurement Services Managers & staff.	Knowledge of 1, 2 Skill in 4 Ability to 15, 16. *developed after employment

apdl 9-19-07 al

POSITION NUMBER
20005644 (15000.4)

JOB CODE TITLE
Office Assistant 2

JOB CODE
12512

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven

9/12/07