100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS106175

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Procurement Services	Franklin

POSITION NUMBER 20005644

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Office Assistant 2	20005642 Management Analyst Supervisor 2

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 14 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30 a.m. TO: 4:30 p.m. Report in location subject to change

JOB CODE TITLE Office Assistant 2

JOB CODE 12512

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Performs general office work under direction of Procurement Support supervisor within Office of Procurement Services: answers phones; prepares & responds to routine correspondence; faxes information; receives agency requests for copier approval (ADM3257) or requests for Release & Permit (ADM3252) by email, fax, interoffice mail, U.S. mail or OAKS workflow; 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 others 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 inquiries 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 requested by Office of Procurement Services' managers & staff.	Knowledge of 1, 2 Skill in 4 Ability to 15, 16

*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/ca	9/9/08

apd 9-14-08