100-100R

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS106175

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

POSITION NUMBER 20005655

☒ 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 09 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00a.m. TO: 5:00 p.m. Report in location subject to change.

JOB CODE TITLE Office Assistant 2

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
30	Prepares routine documents for Office of Procurement Services: reviews contract data for accuracy; creates notification letters to inform contractors of award or addendum; proofs letters before mailing; enters contract award information into Equal Opportunity Division Contract Tracking System (e.g., time bid received, flag awarded contractor, enter logistical information for awarded contractor).	Knowledge of (1) office practices & procedures; (2) customer service; (3) agency policies & procedures relating to purchasing* Skill in (4) operation of personal computer & associated hardware/software (e.g., MS Word, Excel, Outlook, OAKS*). Ability to (5) carry out instructions in oral & written form; (6) maintain accurate records; (7) proofread technical materials, recognize errors & make corrections. (8) handle multiple tasks; (9) deal with problems involving several variables within familiar context; (10) work in groups & independently.
70	Performs clerical tasks for Procurement Support Unit: receives & processes sealed bids from vendor community, courier or U.S. mail (e.g., date/time stamp, file in appropriate bid folder, distribute folder to requested section); opens bid with representative from Auditor of State's Office; records bid data & other relevant information on bid folder; verifies EDGE/MBE status; logs statistics into excel spreadsheet to be used for metrics; distributes bids & bid folder to appropriate buyer; assists vendors in person or by telephone with vendor registration; provides verbal instructions on steps to complete on-line registration process (e.g., registration modifications, password activation); assists agencies with using State Procurement website & finding requested information (e.g., search for vendors, bid opportunities, contracts & contact information); files bid & contract related data in records storage facility; prepares records for retention & destruction; other duties as assigned.	Knowledge of 1, 2, 3* Skill in 4* Ability to 5, 6, 7, 8, 9, 10, (11) handle sensitive telephone & face-to-face inquiries & contacts with general public

*developed after employment.

JOB CODE 12512

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhoven/cc	8/13/09

apd 9-4-09 al