

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106175

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Office of Procurement Services

COUNTY OF EMPLOYMENT
FRANKLIN

POSITION NUMBER
20005656

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Clerk 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005642 Management Analyst Supervisor 2

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 09

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00am TO: 5:00pm (Part-Time) Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Performs specialized clerical functions for Procurement Services: Enters and updates DAS contracts in OAKS: Creates new contracts from competitive bid awards, creates items, enters pricing; updates pricing in OAKS from contract amendments; reviews term contracts for accuracy on the Procurement web site. Generates & distributes purchase orders from requisitions using financial system; enters One-Time Invitation to Bid award for posting on procurement web site, and removes pdf documents from web directory after contract has expired. Updates Omnicom contract management system by changing status of State Term Schedule, scans signed terms and conditions and supporting documents and uploads to Omnicom. E-mails contractors of award and attaches supporting documentation.	Knowledge of (1) general office practices & procedures; (2) customer service; (3) human relations; (4) html language*. Skill in (5) operation of personal computer & associated hardware/software (e.g., MS Word, MS Excel, Outlook, OAKS*) & use of Internet. Ability to (6) carry out detailed instructions; (7) prepare print orders; (8) maintain & update files; (9) complete routine forms; (10) proofread documents; (11) add, subtract, multiply & divide whole numbers; (12) copy records precisely without error; (13) distribute internal mail; (14) answer routine phone calls; (15) cooperate with co-workers on projects; (16) maintain accurate records.
30	Provides coverage at the bid desk by greeting visitors, clocks in sealed bids, secure bids in locked cabinet, logs in receipt of courier delivered packages, answers incoming phone calls from agencies and the public, backup for bid openings and Files contract data.	Knowledge of 1, 2, 3 Skills in 5 Ability to 6, 8, 9, 10, 12, 13, 14, 15, 16

*developed after employment.

JOB TITLE
Clerk 3

JOB CODE
12113

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Donald Howard

5-17-11

Apr 5.11.11 (aw)