100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS106185

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

POSITION NUMBER 20005656

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Clerk 3	20005658 State Purchasing Procurement Manager

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 09 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 am TO: 5:00 pm Report-in location subject to change.

JOB TITLE Clerk 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Performs specialized clerical functions for Procurement Services: utilizes Internet to extract vendor registration data from Omnicom (e.g., electronic vendor registration database): creates e-mail notification to vendors advising of potential procurement opportunities; reviews term contracts for accuracy in financial application & web site; generates & distributes purchase orders from requisitions using financial system; enters One-Time Invitation to Bid award for posting on procurement web site & removes PDF documents from web directory after contract has expired; updates Omnicom contract management system by changing status of State Term Schedule; enters State Term Schedule award information for posting on procurement web site; assists with changes to UNSPSC code & updates OAKS & Omnicom.	Knowledge of (1) 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, 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 OAKS Strategic Sourcing support: assists analysts with questions related to strategic sourcing events; provides support to analysts by entering events into OAKS; provides helpdesk services to outside agencies using strategic sourcing including on-site training; performs other duties as assigned.	Knowledge of 1, 2, 3 Skill in 5 Ability to 6, 8, 9, 10, 12, 13, 14, 15, 16 *developed after employment.

JOB CODE 12113

Appd 6.22.10 (aw)

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey Westhonen/ce	6/22/10