

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS106185
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Office of Procurement Services	COUNTY OF EMPLOYMENT FRANKLIN

POSITION NUMBER 20005656	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>
			Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Clerk 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005658 State Purchasing Procurement Manager	
<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt		Bargaining Unit 09	
<input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent <input type="checkbox"/> Unclassified		If FLSA Exempt, exemption type: _____	
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NORMAL WORKING HOURS (Explain unusual or rotating shift):
 FROM: 8:00am TO: 5:00pm Report-in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	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; posts bid opportunity to Demandstar (bid advertising service); reviews term contracts that have been entered in the Ohio Administrative Knowledge System (OAKS) by analyst for accuracy; enters data from term contract addenda into OAKS (i.e., item number, pricing, contract id, inception & expiration dates); generates & distributes from One-Time Invitation to Bid purchase orders from requisitions using OAKS; enters One-Time Invitation to Bid award into back office web site using html language; determines changes to UNSPSC code & updates OAKS & Omnicom with new/changed information.	Knowledge of (1) office practices & procedures; (2) customer service; (3) human relations; (4) html language* Skill in (5) operation of personal computer & associated 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.
40	Provides bid desk customer service & provides general office assistance: greets visitors at bid desk; clocks in sealed bids; assists customers with vendor registration; distributes mail for State Purchasing section; clocks in bid mail for bid desk; logs in receipt of Certified, UPS, Fed EX & other courier deliveries; logs in complaint to vendor actions & forwards to appropriate buyer; enters & maintains data used for tracking & metrics reporting; acts as back-up for record retention coordinator & State Purchasing bid openings. Performs other duties as required.	Knowledge of 1, 2, 3 Skills in 5 Ability to 6, 8, 9, 10, 12, 13, 14, 15, 16 *developed after employment.

april 12-31-08 cal

JOB TITLE
Clerk 3

JOB CODE
12113

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	<i>Jeffrey Westhoven/ce</i>	12/23/08