

# 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  
20005677

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

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: researches returned e-mail address for accuracy in bidder registration database; contacts representative to verify data accuracy; advises bidder on updating registration; enters contract bid data into Equal Opportunity Division's contract tracking system for every contract that is issued 7/1/09 or later (e.g., contract owner, status, type of contract, contract number, method of bid, award date, completion date, procurement type, actual final cost, bid information for all bidders including their price).	Knowledge of (1) office practices & procedures; (2) customer service; (3) human relations. Skill in (4) operation of personal computer & associated software (e.g., MS Word, MS Excel, OAKS*) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain & update files; (7) complete routine forms; (8) proofread documents; (9) add, subtract, multiply & divide whole numbers; (10) copy records precisely without error; (11) answer routine inquiries by phone or in person; (12) cooperate with co-workers on projects; (13) maintain accurate records.
20	Manages office records &/or files: 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; maintains bid files; archives files as needed.	Knowledge of 1, 2, 3 Skill in 4 Ability to 6, 8, 9, 10, 12, 13
20	Performs general clerical & customer service tasks: greets visitors at bid desk; clocks in sealed bids; copies, faxes, & scans documents as required; assists customers with vendor registration; clocks in bid mail for bid desk; serves as back-up to bid desk; other duties as assigned.	Knowledge of 1, 2, 3 Skill in 4 Ability to 6, 9, 10, 11, 12, 13

\*developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

8/18/09

apd 8-19-09 ad

JOB CODE  
12113

JOB TITLE  
Clerk 3