

<h1 style="margin: 0;">POSITION DESCRIPTION</h1> <p style="text-align: center; margin: 10px 0 0 0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</p>	AGENCY Department of Administrative Services
	DIVISION OR INSTITUTION General Services Division
	UNIT OR OFFICE Office of Real Estate & Planning

POSITION NUMBER 20005705 (16118.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change	County of Employment Franklin
USUAL WORKING TITLE OF POSITION Real Estate Assistant	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005699 (16106.0) Real Estate Administrator 2	
NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	Types complex technical material for General Services Division's Real Estate Planning unit: produces, creates &/or merges documents (e.g., correspondence, templates, contracts, reports, spreadsheets, charts) which require use & understanding of real estate, legal & construction terminology; proofreads documents for punctuation, grammar & spelling; copies, scans & faxes documents; prepares & maintains files; makes labels; sorts & distributes mails, enters data into Real Estate tracking system; utilizes template forms to generate real estate documents; obtains appropriate signatures on real estate documents or forms; tracks documents from/to Attorney General Office, Deputy Director's Office & Director's Office; serves as prevailing wage coordinator by performing prevailing wage tasks (e.g., attends pre-bid &/or pre-construction meetings, sets up & maintains records of payroll reports, affidavits & related documents for contractors).	Knowledge of (1) office practices & procedures; (2) agency policies & procedures*; (3) real estate, legal & construction terminology; (4) punctuation & grammar; (5) document format. Skill in (6) operation of personal computer & associated software (e.g., MS Word, Excel, Access, Outlook*) & use of Internet. Ability to (7) interpret variety of instructions in written, oral or picture form; (8) maintain accurate records; (9) complete routine forms; (10) comprehend sentences with common vocabulary; (11) copy material accurately, recognize grammatical/spelling errors & make corrections
25	Acts as receptionist by greeting visitors, answering phones, researching & providing general information; takes messages & routes telephone inquiries to appropriate sources; creates Word & Excel documents & updates Access database.	Knowledge of 1, (12) human relations Skill in 6 Ability to 7, 8, (13) answer routine telephone calls from public; (14) screen calls; (15) sort items into categories according to establish methods.
15	Maintains office supplies & equipment; orders supplies & monitors inventory; contacts appropriate vendor for repairs to copier, fax machine, printers, lektreiver filing system & computers.	Knowledge of 1, 12 Ability to 7, 8
10	Performs other miscellaneous projects & tasks: delivers sensitive documents; makes phone calls on behalf of Real Estate staff; prepares files for storage; assists in training of other employees in proper use of equipment; maintains & updates Real Estate's web page, as needed.	Knowledge of 1, 2,* Skill in 6 Ability to 7, 8, 9, 13, 15
	Must obtain & maintain Notary Public Certification	*developed after employment

apd 9-25-08

List Position Numbers & Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 9/11/08
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JOB CODE TITLE  
Office Assistant 3  
JOB CODE  
12513