

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Properties & Facilities

POSITION NUMBER
20005783

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Office Assistant 3

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005782 Administrative Assistant 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
7:00 a.m. – 4:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	Under direct supervision of Building Property Manager, performs all support tasks: utilizes personal computer & associated software (e.g., MS Office) to type complex technical materials (e.g., statistical reports on building maintenance operations, payroll reports & reports using facility management terminology); maintains punch details for all General Services Divisions' (GSD) personnel located at 246 North High Street Complex; cross references payroll time punch & leave requests for accuracy; clarifies discrepancies; prepares work orders; maintains preventative maintenance database by entering information; monitors completion of maintenance tasks & reports.	Knowledge of (1) general office practices & procedures; (2) facility management terminology*; (3) addition & subtraction; (4) agency policies & procedures* Skill in (5) operation of personal computer & related software/hardware (e.g., MS Word, Outlook email, Excel). Ability to (6) carry out instructions in written, oral or picture form; (7) deal with problems involving several variables within familiar context; (8) read copy & record figures; (9) proofread technical materials; (10) recognize errors & make correction; (11) copy records precisely without error; (12) arrange items in numerical or alphabetical order; (13) sort items into categories according to establish methods; (14) maintain accurate records; (15) prepares, meaningful, concise & accurate reports.
20	Performs clerical tasks for unit: types letters; operates copier & fax machine; receives, opens, timestamps & distributes internal mail; maintains office records & files; sends emails, answers telephone, takes messages & routes inquiries to appropriate source; greets visitors & answers routine questions; orders office supplies.	Knowledge of 1, 2*, 4, (16) customer service/human relations. Skill in 5, (17) operation of copier & fax machine. Ability to 6, 7, 8, 10, 11, 12, 13, 14
5	Performs other related duties as needed: attends meetings during renovations & prepares construction progress reports & documents; distributes reports to various parties under direction of Building Property Manager; assists with preparing GSD construction documents for 246 North High Street Complex. This position has been designated as essential.	Knowledge of 1, 2*, 4* Skill in 5 Ability to 6,7,8,9, 10, 11, 12, 13, 14 *developed after employment

JOB CODE TITLE
Office Assistant 3

JOB CODE
12513

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/oc 12/2/08

april 12-12-08 OK