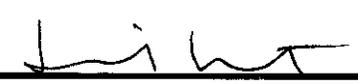


<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005819	<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 Inventory Control Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 9 PR 26 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			

**JOB DESCRIPTION AND WORKER CHARACTERISTICS**

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
70	Inspect, record, distribute, coordinate, control and maintain the equipment & furniture inventory for selected DAS divisions that receive business office services through the DAS Office of Finance, Service Assurance Unit. Receives, inspects, records & distributes equipment; assigns asset number & tags all acquired assets; pulls & copies purchase orders, invoices & vouchers from Ohio Administrative Knowledge System (OAKS) and Office of Finance files & analyzes for accuracy; operates personal computer to enter data into the OAKS Asset Management module (OAKS AM); verifies accuracy of information in OAKS AM; performs physical inventories of equipment & furniture for assigned divisions on an annual basis. Monitors asset movement & transfers: may lift, push, pull or move up to 30 lbs.; coordinates salvage disposal of obsolete & worn out assets (e.g., schedules salvage pickups, completes surplus Property Turn-In document, etc.); prepares & submits data to supervisor on all asset additions, deletions, retirements, & transfers. Serves as asset management point-of-contact and liaison between movers and division staff as needed during relocations of offices/units/divisions. Assists in preparation & review of quarterly and periodic reconciliation reports using Excel spreadsheets [e.g., reviews OAKS Accounts Payable (AP) to OAKS AM reconciliation files provided by DAS Asset Manager, investigates discrepancies, documents reconciling items and enters necessary asset record corrections into OAKS AM, etc.]; completes spreadsheets and necessary schedules to document completion of biennial physical inventory; assists in the completion of annual Statewide Cost Allocation Plan asset and depreciation requirements; assists DAS Asset Manager in preparing the annual inventory certification.	Knowledge of (1) bookkeeping; (2) inventory control; (3) electronic data processing as applied to management of computer assets. Skill in (4) operation of personal computer & associated software (e.g., MS Office, OAKS Asset Management module*); (5) operation of calculator. Ability to (6) understand bookkeeping & inventory control procedures; (7) understand concepts of business practices; (8) read & record figures accurately; (9) add, subtract, multiply & divide whole numbers; (10) maintain accurate records; (11) prepare meaningful, concise & accurate reports; (12) code items from one symbolic form to another; (13) gather, collate & classify information about dates, people or things; (14) cooperate with co-workers on group projects; (15) demonstrate strength to lift, push, pull or move up to 30 lbs.; (16) operate motor vehicle; (17) obtain & maintain valid Ohio driver's license.
15	Provides tier one support for telephones and telephone equipment assigned to employees of divisions that receive business services from the Finance Service Assurance unit. Acts as first response to requests dealing with telephone or telephone line issues; travels to location and investigates telephone or telephone equipment malfunctions and determines if malfunction is with the telephone, telephone equipment (e.g., headset, cord, earpiece, etc.) or telephone line; replaces non-working telephones with units from inventory; reports line malfunctions to Fiscal Specialist for completion of telecommunications help desk tickets as necessary.	Knowledge of 2, 3. Skill in 4*. Ability to 7, 10, 11, 13, 14, 15, 16, 17.  *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12-12-11
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JOB CODE TITLE  
Inventory Control Specialist 1  
  
 JOB CODE  
64551  
 APD 1-312 UB

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID Department of Administrative Services DAS102310
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005819  JOB CODE TITLE Inventory Control Specialist I  ADD 1-3-12 WJ	<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 Inventory Control Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 9 PR 26 Page 2 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m.    TO: 5:00 p.m.			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
10	Serves as key operator for Office of Finance multi-function print devices and printers: Monitors & loads paper and consumable supplies into multi-function devices & printers as needed; monitors consumable supply inventories and orders new inventory to ensure ongoing production; investigates machine malfunctions, clears paper jams, and calls for service or DAS IT Services assistance as appropriate; reports multi-function device usage volume as required by lease agreements; maintains spreadsheet file of monthly usage/volume reported for all administrative support division multi-function devices.	Knowledge of 1, 2, 3. Skill in 4*. Ability to 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17.
5	Works on special assignments & performs other related miscellaneous duties; attends meetings; participates in training sessions & educational seminars. Assists in the preparation & updating of Business Office policies & procedures & other written memorandums; sorts incoming Office of Finance mail and copies invoices as needed.	Knowledge of 2. Skill in 4*, 5. Ability to 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17.  *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 12/29/11
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