

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS/DAS106175

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

COUNTY OF EMPLOYMENT  
FRANKLIN

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Office Assistant 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005644 State Purchasing Supervisor

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible     Exempt  
If FLSA Exempt, exemption type:

Bargaining Unit 09  
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NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:00 am    TO: 5:00 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
35	Types & proofs routine documents for Office of Procurement Services & serves as backup to Bid Desk: converts Invitation to Bid/Request for Proposals, Contracts & related addenda/amendment document into PDF format; links related documents within Acrobat reader; saves PDF document to appropriate web server directory; enters Invitation to Bid/Request for Proposals, Contracts & related addenda/amendment documents into web database to update Procurement Opportunities website; assigns bid number, index number & opening dates; proofs all documentation for accuracy; posts opportunities/addenda for non-DAS agencies & cooperative purchasing entities upon request; creates user accounts & updates announcements in web back office database; creates HTML links to related PDF files within a Bid/RFP document; reviews contract data for accuracy; notifies contractors by e-mail or U.S. mail of contract award or addendum; files buyers mockup & all related contract data; reviews term contracts entered in Ohio Administrative Knowledge System (OAKS) for accuracy.	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, Outlook) & use of Internet. Ability to (5) carry out detailed instructions; (6) prepare print orders; (7) maintain & update files; (8) complete routine forms; (9) proofread documents; (10) add, subtract, multiply & divide whole numbers; (11) copy records precisely without error; (12) distribute internal mail; (13) answer routine phone calls; (14) cooperate with co-workers on projects; (15) maintain accurate records.
30	Performs clerical tasks & serves as backup up to Clerk 2 in Procurement Support: provides support to internal & external customers (analysts, agencies & public) upon request; 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); enters data from term contract addenda into OAKS; generates & distributes One-Time Invitation to Bid purchase orders from requisitions using OAKS; enters One-Time Invitation to Bid award into back office web site; 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; receives complaint to vendor actions in order to maintain log & forward to appropriate buyer; receives & processes sealed bids.	Knowledge of 1, 2, 3, Skill in 4 Ability to 5, 7, 8, 9, 10, 11, 12, 13, 14, 15
35	Maintains office contract filing system: organizes & updates pending contract files; verifies & updates Procurement Contact Directory; performs other duties as assigned.	Knowledge of 1 Skill in 4 Ability to 5, 7, 8, 10, 11, 14, 15  *developed after employment

POSITION NUMBER  
20006016

JOB TITLE  
Office Assistant 2

JOB CODE  
12512

*apd 2-4-11 al*

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE  
*Markell Howard*

DATE  
2-4-11