

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Unified Network - Network Operations

POSITION NUMBER
20006415

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
20006414 Data Systems Assistant Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Duties in Order of Importance	Minimum Acceptable Characteristic
40	Produces complex technical documents (e.g., network reports, instructions, procedures, manuals) & provides full range of general office work: operates personal computer using Microsoft Office software to prepare correspondence & access electronic mail; proofreads typed material & makes corrections.	Knowledge of (1) general office practices & procedures; (2) network terminology; (3) agency policies & procedures*; Skill in (4) operation of personal computer & associated hardware/software (e.g., MS Office, printers); Ability to (5) carry out instructions in written, oral or picture form; (6) read, copy & record figures; (7) apply principles to solve practical, everyday problems; (8) proofread technical materials; (9) recognize errors & make corrections.
40	Creates & maintains paper & computer based file systems for access by network personnel: updates files as requested; prepares old files for storage per records retention procedures; searches for paper hard copies & electronic soft copies as requested; scans records & other documents for electronic filing.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7, 8, 9, (10) maintain accurate records; (11) copy records precisely without error.
20	Performs other related clerical tasks: takes telephone calls & responds to routine e-mail inquiries; receives, sorts & distributes incoming & outgoing mail; coordinates internal administrative functions as needed; orders & distributes office supplies; maintains office supply inventory for routine office items; schedules meetings & coordinates all administrative functions of meetings; coordinates arrival of guests (e.g., completing access forms & escorting guest to meeting location); performs other related duties as required.	Knowledge of 1, 2, 3* Skill in 4 Ability to 5, 6, 7, 8, 9
Must submit to & pass personal background check.		*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



4/11/08

Appd 12-13-08 CB