

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
Federal & State Surplus

POSITION NUMBER
20071719

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Executive Secretary 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005624 (14400.0) Management Analyst Supervisor 2

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 |
|----|--|--|
| 55 | Independently provides administrative & secretarial support to Administrator of State & Federal Surplus Property: prepares & types correspondence (e.g., reports, directives, letters); handles personnel, policies & procedures & maintains individual employee files; acts as back-up to Administrator for approving bi-weekly payroll; initiates financial transactions for State Surplus unit into State Accounting, interacting with Business Office concerning all financial issues including payroll (e.g., reviews invoices, checks for accuracy & submits to Administrator for payment approval); enters financial transactions in OAKS; monitors appropriation levels & checks open balances on purchase orders, releasing funds when appropriate after approval of Administrator; purchases office supplies, equipment & acts as FAMS coordinator; functions as Records Management Officer for unit; acts as Floor Warden for Federal Surplus unit. | Knowledge of (1) agency policies & procedure relating to surplus property*; (2) office policies & procedures; (3) federal surplus law*; (3) safety policies & procedures. Skill in (4) operation of personal computer & associated hardware/software (e.g., Word, Excel, Outlook). Ability to (5) deal with problems involving several variables in somewhat unfamiliar context; (6) write routine letters; (7) prepare meaningful concise & accurate reports; (8) maintain accurate records; (9) use proper research in gathering data. |
| 20 | Receives, reviews, & processes surplus application for eligibility & state agency applications for debit card usage. | Knowledge of 1*, 3*, (10) public relations/customer service. Skill in 4 Ability to 5, 7, 8, 9, (11) answer routine inquiries from public. |
| 15 | Performs routine administrative support duties: greets visitors, answers phone, responds to inquiries & provides information about surplus property program; mails sales flyers & information packets; arranges for transportation of large federal surplus items by obtaining & processing bids; organizes & schedules customer training seminars with help of Administrator. | Knowledge of 1*, 2*, 3*, 10, (12) inventory control. Ability to 5, 6, 7, 8, 9, 10, 11 |
| 10 | Arranges for Highway Patrol personnel to provide security during surplus auctions: orders portable toilets for vehicle auctions; performs other duties as directed. | Knowledge of 1*, 10 Skill in 4 Ability to 5, 7, 8, 9, 11 |

*developed after employment.

JOB CODE
16832

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Jeffrey Westhoven/uc

7/28/08

april 7-30-08 al