

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Printing

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20072071

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Purchasing Assistant

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
See Table of Organization

Permanent
 Temporary
 Intermittent

Classified
 Unclassified
 Essential

Overtime: Eligible Exempt

Bargaining Unit 14

If FLSA Exempt, exemption type

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NORMAL WORKING HOURS (Explain unusual or rotating shift):

FROM: 8:00 a.m. TO: 5:00 p.m. Report in location subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
80	Under immediate supervision, provides office assistance to State Printing Manager & unit staff; prepares & processes procurement documents; request necessary documents & supportive information from vendors; compiles W-9 forms from vendors; assists vendors in completing accounting related documents; receives & logs all incoming documents pertaining to offerings & amendments; operates personal computer & associated software; maintains spreadsheet to track procurement functions; enters vendors & associated information in Excel spreadsheet, &/or Access database; creates simple formulas to track metrics; maintains spreadsheet to track procurement functions.	Knowledge of (1) generally accepted procurement practices; (2) agency & unit purchasing policies & procedures (e.g., Ohio Revised Code & Ohio Administrative Code)*; (3) government structure & processes*; (4) public relations; (5) customer service techniques & practices. Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Word, Excel including simple formulas, Access); (7) use of databases & Internet to extract information. Ability to (8) count, do basic addition/subtraction, calculate fractions, decimals, & percentages; (9) carry out detailed written or oral instructions; (10) apply principles to solve practical, everyday problems; (11) comprehend & record figures accurately & keep accurate records; (12) handle sensitive inquiries from agencies & general public (13) proofread technical materials, recognize errors & make corrections.
20	Provides clerical support in maintaining contract & contractor information: enters contract information into Ohio Administrative Knowledge System (OAKS) database; searches OAKS to verify W-9 & other contractor information; prepares & distributes correspondence to vendor (e.g., notification of return offerings or amendment request); types routine memos & form letters; prepares contract reports to proof-read documents.	Knowledge of 1, 2*, 3*, 4, 5 Skill 6, 7 Ability to 8, 9, 10, 11, 12, 13 *developed after employment.

JOB CODE TITLE
State Purchasing Assistant

JOB CODE
64530

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

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4/23/15

Apd 4.23.15 (cc)