100-000U

# POSITION DESCRIPTION

| | |
|---|---|
| | AGENCY/DEPT ID<br>Administrative Services<br>DAS101320 |

| DIVISION OR INSTITUTION | UNIT OR OFFICE | COUNTY OF EMPLOYMENT |
|---|---|---|
| Administrative Support | Information Technology Services | Franklin |

POSITION NUMBER 20072221

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

| USUAL WORKING TITLE OF POSITION | POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR |
|---|---|
| College Intern | 20006575 Administrative Staff |

| | | | |
|---|---|---|---|
| ☐ Permanent<br>☒ Temporary<br>☐ Intermittent | ☐ Classified<br>☒ Unclassified | Overtime: ☒ Eligible ☐ Exempt<br>If FLSA Exempt, exemption type: | Bargaining Unit<br>Page 1 of 1 |

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. **(Schedule is flexible depending on interns school schedule.)**

JOB TITLE College Intern

JOB CODE 99940 ADS-ADMIN

JOB DESCRIPTION AND WORKER CHARACTERISTICS

| % | Job Duties in Order of Importance | Knowledge, Skills & Abilities |
|---|---|---|
| 70 | Under direction of Administrative Staff, supports customer of Desktop Services at Department of Administrative Services (DAS): assists Desktop Services Network Administrators in troubleshooting networks, workstations, printers & other devices for hardware/software & networked/client applications; assists in installation & testing of networked & stand alone hardware/software; copies desktop images to workstation using duplication software; moves networked & stand alone hardware/software; receives & logs help desk customer support calls. | Knowledge of (1) networks workstations, printers & related devices; (2) hardware/software & networked/client applications; (3) computer science; (4) human relations. Skill in (5) operation of a personal computer & peripherals; (6) hardware & software installation. Ability to (7) define problems, collect date, establish facts, draw valid conclusions & initiate solutions; (8) interpret extensive variety of technical material in books, journals & manuals; (9) apply principles to solve practical, everyday problems; (10) handle inquiries from & contacts with officials & general public. |
| 30 | Under direction of Administrative Staff; collects & maintains inventory records in Desktop Services database; labels workstations, printers & other hardware devices. | Knowledge of 1, 2, 3, (11) inventory control practices & principles. Skill in 5. Ability to 7, 9, and 10. |
| | Position is unclassified per Section 124.11(A)(12) of Ohio Revised Code. | Major Area of Study: Computer Science |

| List Position Numbers & Job Titles of Positions Directly Supervised: | SIGNATURE OF AGENCY REPRESENTATIVE | DATE |
|---|---|---|
| | | 5-12-09 |