

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Office of Procurement Services

POSITION NUMBER  
20073927

State Agency    County Agency    New    Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Procurement Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005681 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
Flexible with school schedule

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## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
60	Supports Community Rehabilitation Program Unit: types & enters contract forms & amendments; prepares documents for posting on State Procurement web site; prepares & mails request letters to CRPs for timely submission of Insurance certificates, tracks responses & files; updates & maintains Index number & contract number logs; files completed/posted contract documents in folders by FY & Index number; updates/corrects contact demographic information in CRP database as necessary; updates/corrects customer agency information in CRP database.	Knowledge of (1) office practices & procedures;* (2) customer services; (3) human relations. Skill in (4) operation of personal computer associated software (e.g. MS Word, MS Excel) & use of Internet. Ability to (5) carry out detailed instructions; (6) maintain and update files; (7) create web based forms*; (8) compare & update documents; (9) add, subtract, multiply & divide whole numbers; (10) answer routine phone calls; (11) cooperate with co-workers on projects; (12) maintain accurate records.
40	Provides assistance with CRP/Agent Certifications & employee training: prepares & mails CRP/Agent certification materials; tracks & files completed applications & attachments; prepares certificates for signature & presentation. Assists in training coordination: maintains CRP facility & staff training logs; sends invitations/notifications/responses to quarterly training events. Other duties as assigned.	Knowledge of 1*, 2, 3 Skill in 4 Ability to 5, 6, 7*, 8, 9, 10, 11, 12  *developed after employment

JOB CODE TITLE  
College Intern

JOB CODE  
99940

List Position Numbers and Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhoven*

12/15/08

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