

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Office of Information Technology

DIVISION OR INSTITUTION
Service Delivery Division

UNIT OR OFFICE
Enterprise Computing

POSITION NUMBER
20073965

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
College Intern

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006469 Network Administrative Manager

NORMAL WORKING HOURS (Explain unusual or rotating shift)

Variable up to 39 hrs. per week. Mandatory Friday shift between 9:00 a.m. & 5:00 p.m.

Page 1 of 1

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
100	<p>Working in the Office of Information Technology (OIT), Service Delivery Division (SDD), Enterprise Computing, Windows Systems Services (WSS) unit, assists WSS staff in the assembly & installation of rack enclosures, rack mountable systems, & peripheral devices: assists with initial installation & testing of Windows operating system & related system software on new & rebuilt systems; helps update & maintain system inventory database & related documentation; generates reports; reviews system log files; assists WSS staff in providing service to customers & troubleshooting system issues.</p> <p>Position is in unclassified service per Section 124.11(A)(12) of Ohio Revised Code.</p>	<p>Knowledge of (1) government structure & process*; (2) public & human relations; (3) Internet & web-based technologies; (4) computer science; (5) Windows operating system & related software; Skill in (6) operation of personal computer & associated hardware/software (e.g., MS Office); Ability to (7) deal with many variables & determine specific action; (8) use proper research methods to collect data; (9) define problems, collect data, establish facts, draw valid conclusions; (10) communicate effectively in writing & verbally; (11) handle inquiries from general public; (12) assist customers & respond to inquiries; (13) use proper research methods; (14) research Internet using search engines; (15) maintain accurate records.</p> <p>Major Area of Study: public administration, political science, communications or equivalent.</p> <p>*developed after employment</p>

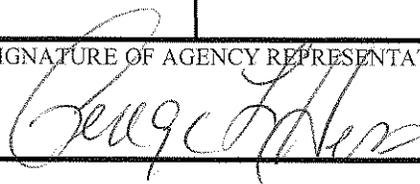
JOB CODE TITLE
College Intern

JOB CODE
99940

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



9/5/07

Upd 4-27-07 CB