POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105900

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Office of Fleet Management	Franklin

POSITION NUMBER 20075548

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
College Intern	See Table of Organization

☐ Permanent ☐ Temporary ☒ Intermittent	☐ Classified ☒ Unclassified ☐ Essential	Overtime: ☒ Eligible ☐ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 00 Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 7:30am TO: 4:30pm Report in location and work hours subject to change.

JOB CODE TITLE College Intern

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
50	Under direction of Fleet Management Administrator , assists unit in performing routine duties: performs data entry tasks within State Fleet Management Information System; runs routine audit reports; assists with web updates; processes vehicle received & sold reports; maintains status logs; performs credit card audit reconciliations.	Knowledge of (1) vehicle maintenance & repair program*; (2) Office of Fleet Management policies, procedures & processes*; (3) Fleet Management Information System*; (4) general office practices. Skill in (5) operation of personal computer & associated software/hardware (e.g., Microsoft Word, Excel, Outlook, PowerPoint); (6) operation of Fleet Management Information System (e.g., FleetOhio*); (7) operation of web-based financial system* (e.g., PeopleSoft); (8) written & oral communication. Ability to (9) calculate fractions, decimals & percentages; (10) prepare meaningful, concise & accurate reports; (11) keep work assignments & projects organized; (12) follow assignment directions in written, oral or picture form; (13) self-direct & take initiative.
50	Performs customer service tasks for motor pool customers: preps current vehicles in motor pool; preps new vehicles for delivery to customers; acquires & installs plates; prepares registration documents; other duties as assigned.	Knowledge of 1*, 2*, 4 (14) customer services Skill in 5, 6*, 8 Ability to 11, 12,13 *developed after employment.

JOB CODE 99940

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Jeffrey West Honeycutt	11/28/12

Appl 12.3.12 pm