

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	OHIO DEPARTMENT OF	AGENCY Department of Administrative Services
	ADMINISTRATIVE SERVICES	DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE Office of Procurement Services

POSITION NUMBER 20005656 (15110.0)	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Clerk 3	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005642 (15000.3) Management Analyst Supervisor 2		
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:00 a.m. - 5:00 p.m.			Page 1 of 1
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
		%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
	60	Performs specialized clerical functions for Procurement Services: utilizes Internet to extract vendor registration data from Omnicom (e.g., electronic vendor registration database); creates e-mail notification to vendors advising of potential procurement opportunities; posts bid opportunity to Demandstar (bid advertising service); reviews term contracts that have been entered in the Ohio Administrative Knowledge System (OAKS) by analyst for accuracy; enters data from term contract addenda into OAKS (i.e., item number, pricing, contract id, inception & expiration dates); generates & distributes from One-Time Invitation to Bid purchase orders from requisitions using OAKS; enters One-Time Invitation to Bid award into back office web site using html language; determines changes to UNSPSC code & updates OAKS & Omnicom with new/changed information.	Knowledge of (1) office practices & procedures; (2) customer service; (3) human relations; (4) html language* Skill in (5) operation of personal computer & associated software (e.g., MS Word, MS Excel, OAKS*) & use of Internet. Ability to (6) carry out detailed instructions; (7) prepare print orders; (8) maintain & update files; (9) complete routine forms; (10) proofread documents; (11) add, subtract, multiply & divide whole numbers; (12) copy records precisely without error; (13) distribute internal mail; (14) answer routine phone calls; (15) cooperate with co-workers on projects; (16) maintain accurate records.	
	40	Provides bid desk customer service & provides general office assistance: greets visitors at bid desk; clocks in sealed bids; assists customers with vendor registration; distributes mail for State Purchasing section; clocks in bid mail for bid desk; logs in receipt of Certified, UPS, Fed EX & other courier deliveries; logs in complaint to vendor actions & forwards to appropriate buyer; enters & maintains data used for tracking & metrics reporting; acts as back-up for record retention coordinator & State Purchasing bid openings. Performs other duties as required.	Knowledge of 1, 2, 3 Skills in 5 Ability to 6, 8, 9, 10, 12, 13, 14, 15, 16  *developed after employment.	
	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE	
			DATE	
			<i>Jeffrey Westhoven/ce</i> 11/19/07	

apd 11-21-07 cel

JOB CODE TITLE  
Clerk 3  
JOB CODE  
12113