

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
Human Resources Division

UNIT OR OFFICE  
HCM - Customer Service

POSITION NUMBER  
20005867 (23206.0)

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Clerk 2

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005945 Human Resource Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
85	Performs general clerical tasks to retrieve, prepare, log, & distribute computer media such as printouts, tapes, cartridges, diskette & microfiche generated either onsite, by outside vendors or Information Technology Services Deliver (ITSD); collates, & distributes to systems personnel, non-systems personnel, & user agencies in designated locations; pickup & deliver Human Capital Management (HCM) unit's mail; collects processes & prepares manual checks for pick up; notifies payroll officer via calls or e-mails when checks are ready for pick up & maintains logs; collects, sorts, processes payroll certifications & ensures timely delivery; assists with data collection from reports, microfiche & documents & produces copies; performs data entry & retrieval functions on personal computer (PC) using PeopleSoft, Microsoft Word & Excel; serves as key operator of microfiche hardcopy/viewer machine; performs clerical tasks concerning Payroll/Personnel documents & record keeping ( e. g., produces copies, collects, collates & files microfiche, places labels on microfiche jackets & constructs microfiche boxes); ensures that work areas surrounding equipments are kept clean & orderly; monitors microfiche machine, printers & copiers: keeps paper stocked & changes toner cartridges; turns on printer & copier daily; contacts vendor(s) whenever office equipment malfunctions require repair or maintenance; keeps supervisor apprised of vendor solution suggestions; maintains repair records & ensures that an appropriate supply of paper is maintained in the microfiche machine, printer, & copier.	Knowledge of (1) office practices & procedures. Skill in (2) use of personal computer, & associated hardware (e. g., PeopleSoft, Microsoft Office: Word, Access, PowerPoint, & Excel). Ability to (3) lift, push, pull & otherwise move up to 60 lbs.; (4) check pairs of items that are similar or dissimilar; (5) sort items into categories according to established methods; (6) move limbs/fingers easily to perform manual functions repeatedly; (7) carry out detailed instructions written or oral.
15	Serves as backup in answering phones for the office; answer phone & channels calls to appropriate parties for response or takes messages for appropriate parties; provides basic information to routine inquires; attend meetings & training sessions when necessary.	Knowledge of 1. Skill in (12) phone usage. Ability to 4,5,6,7, (13) answer routine & sensitive inquires from internal & external customers*; (14) cooperate with co-workers on group projects.  *developed after employment

JOB CODE TITLE  
Clerk 2

JOB CODE  
12112

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

6.13.08

APD 7-2-08