

STATE OF OHIO (DAS)

CLASSIFICATION

SPECIFICATION

CLASSIFICATION SERIES:

Penal Industries Sales Representative

SERIES NO.:

6456

MAJOR AGENCIES:

Rehabilitation & Correction only

EFFECTIVE DATE:

10/02/2016

SERIES PURPOSE:

The purpose of the penal industries sales representative occupation is to promote sales of goods manufactured in Ohio penal industries workshops, prepare & process sale & telephone orders from new or existing customers, to include coordinating special orders with special delivery time or requirements or assisting in layout & planning of open office modular systems when necessary & provide customer service to resolve problems or to ensure products & services are satisfactory.

CLASS TITLE

Penal Industries Sales Representative

CLASS NUMBER

64561

PAY RANGE

29

EFFECTIVE

10/02/2016

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of customer sales & service & Ohio Penal Industries goods in order to promote sales of goods manufactured in Ohio penal industries workshops, prepare & process sale & telephone orders & provide customer service.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Penal Industries Sales Representative	64561	14	10/02/2016	29

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Promotes sales of goods manufactured in Ohio penal industries workshops through telephone calls, appointments, visitations, telemarketing, showroom appointments & tours & sales promotions at conferences & conventions with current & potential customers (e.g., state & local government agencies, house accounts, businesses, non-profit organizations), provides customers with knowledge of available products, cost projections & price quotes, assists customers purchasing open-office modular systems with planning & layout design using computer aided design software, coordinates & assists with delivery services when necessary, prepares & processes sale orders & telephone orders, to include data entry into computer or typing of shop orders using material resource planning software & assigning individual account numbers for billing purposes, & forwards to proper parties/locations & provides customer service to resolve problems or to ensure products & services are satisfactory.

Keeps abreast of price changes & availability of products; prepares & maintains related records, reports & correspondence concerning sales promotions & sales; advises management & marketing on sales potential, trends & customer reactions to products & services; attends general sales & other meetings.

MAJOR WORKER CHARACTERISTICS:

Knowledge of basic mathematics; direct customer sales & service or sales promotion & marketing; policies & procedures governing sales of Ohio Penal Industries goods*. Skill in use of personal computer to include various forms of computer aided design (e.g. AutoCAD, ArchiCAD, Matlab) & material resource planning software (e.g. E2 Shop System, Fishbowl Manufacturing, SAP); calculator & photocopier*. Ability to establish & maintain favorable customer relations, identify & explore products available to meet consumers' needs & ensure customer satisfaction; prepare & maintain necessary records, forms, reports & correspondence related to sales & promotional activities.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in direct customer sales & service or sales promotion & marketing to include exp. in computer aided drawing software (e.g., AutoCAD, ArchiCAD, Matlab) & material resource planning software (e.g., E2 Shop System, Fishbowl Manufacturing, SAP); valid driver's license.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Requires travel; may be required to provide own transportation.