

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 2	<u>CLASS NUMBER:</u> 10252	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N12	<u>POSITION CONTROL #:</u> 013001
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director, OMB (013000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 2 classification is to manage the administrative functions of assigned administrator or department director. The classification provides back-up support to other departments, as assigned.

JOB DUTIES:

Manage the administrative functions of the Office of Management and Budget (OMB) office. Manage calendars/appointments for Deputy County Administrator and OMB staff. Act as liaison between County Administration and OMB. Perform AR/AP, maintains files for Board of Commissioners. Prepare direct vouchers as necessary, obtaining W-9's for new vendors. Prepare settlement checks and memos. Prepare and oversee the preparation of biweekly payroll and related documents for BOC. Handle sensitive personnel and agency issues with confidentiality. Maintain payroll files and leave balances. Assist OMB staff with data entry and editing of county wide operating and tax budgets. Prepare monthly sales tax report, and monthly tax comparison report. Assist OMB staff with non-routine tasks. Attend meetings in conjunction with Deputy County Administrator. Coordinate meetings, respond to inquiries, create and submit advertisement regarding county tax budget for publication. Organize and maintain OMB general files. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory; accounting; public relations; office practice and procedures; agency policies and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; complete routine forms; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in business administration or related field with three (3) years of office administration or clerical experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date