

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 1	<u>CLASS NUMBER:</u> 10201	<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> N5	<u>POSITION CONTROL #:</u> 011011
<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> Deputy Clerk to the Board, Assistant Director to Community Appts
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 1 classification is to provide administrative and clerical support to assigned department.

JOB DUTIES:

Assist assigned staff and the general public with general inquiries. Answer incoming telephone calls. Handle complaint calls to completion. Take detailed messages; screen and direct calls. Greet and direct visitors. Open, sort, stamp, and distribute mail. Research and distribute documentation. Type and distribute correspondence and memorandums. Maintain files and documents. Provide backup assistance with office functions. Assist staff with revising and typing of committee minutes. Update departmental information. Assist Clerk’s office with various clerical duties. Maintain copies of assigned departmental materials and documents. Coordinate meeting rooms and meeting rooms’ calendar for floor. Maintain handbooks and policy and procedure manuals.

Relieve Clerk to the Board of Commissioners of routine and non-routine secretarial tasks. Serve as a liaison for clerk to other offices and agencies. Represent the clerk to callers, constituents, and the staff. Fulfill public records requests at the direction of the Clerk. Process and distribute resolutions. Distribute signed original contracts to appropriate agencies. Maintain accurate logs of document filings and distributions. Prepare accurately typed letters for the Board of Commissioners for signature. Proof and correct correspondence, agendas, and reports. Manage administrative functions through Commissioners Resolution Management System (CRMS) and assume administrative assignments, as needed.

Maintain, review, retrieve, and submit files and information on Board activities for the following week. Review draft of weekly agenda for the Commissioners, administrators, and aides. Open and process mail. Prepare agendas and submissions for county records commission meetings. Maintain the clerk’s calendar. Perform clerical tasks and retrieve information from the agency website and government entities. Process veteran burial applications and communicate with funeral homes regarding the application process. Relieve receptionist for breaks and lunches and perform receptionist’s duties when absent. Perform other related clerical assignments, as necessary. 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 public relations; office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries; 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: High School diploma or GED with one (1) year 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