

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 2	<u>CLASS NUMBER:</u> 10202	<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> N7	<u>POSITION CONTROL #:</u> 011007
<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> Clerk to the Board (011006)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 2 classification is to provide complex administrative and clerical support.

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 distributes documentation. Type and distribute correspondence and memorandums. Assist in assessing, cataloging, and disposing of all records under clerk’s purview both physical and electronic. Organize materials for records retention training.

Maintain fax machine, notify staff of incoming faxes. Maintain files and documents. Provide backup assistance with office functions. Assist staff with revising, typing, faxing, summarizing correspondence mailings, distributing lists, etc. assists OMB and Clerk’s office with various clerical duties. Prepare templates of minutes for meetings recorded and transcribed by the Clerk. Maintain copies of assigned departmental materials and documents. Maintain handbooks, policy and procedure manuals. Act as backup to Clerk to the Board for general session, briefing, administrative meetings or hearings, and publish meeting agendas. Transcribe minutes from meetings attended. 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; human relations; office practices and procedures; agency policy 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; complete routine forms; maintain accurate records; screen mail; originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact 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 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