

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

<u>CLASSIFICATION TITLE:</u> Executive Assistant	<u>CLASS NUMBER:</u> 10254	<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> N14	<u>POSITION CONTROL #:</u> 011009
<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 County Administrator (011001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Executive Assistant 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:

Type and prepare correspondence, memos and reports for the assigned supervisor(s). Address and track complaints from constituents by researching and/or directing them to the appropriate parties. Revise, maintain, update and record database pertaining to Board of Commissioners appointments to boards and commissions. Answer, prioritize and direct phone calls for the County Administrator, and Deputy County Administrator(s). Schedule and coordinate meetings for supervisor(s).

Establish and maintain all files in accordance with prescribed directive and modify basic system as necessary. Maintain listing of all files. Maintain inventory and order office supplies. Assume responsibilities of the County Administrator Executive Assistant and Clerk to the Board, as needed. Relieve receptionist for breaks and lunches, and provide coverage as needed. Take and transcribe minutes for the step 3 grievance hearings. Prepare resolutions for appointments and miscellaneous subjects. Prioritize daily and project work load. 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; inventory control; office management; office practices and procedures; agency policy and procedures. Skill in typing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; copy records precisely without error; maintain accurate records; originate and/or edit articles for publication; gather, collate and classify information about data, people or things; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in business administration or related field with three (3) years of office administration or clerical experience; or any equivalent combination of training and 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