

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

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 1	<u>CLASS NUMBER:</u> 10251	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u>
<u>POSITION LOCATION:</u> 80 E. Fulton Street, Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u>
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 1 classification is to provide confidential and administrative, secretarial and varied support work for assigned department director, assistant director and other managers, involving complex work problems and situations requiring thorough familiarity with the operations of the county.

JOB DUTIES:

Plans and prioritizes items for the schedule of CSEA Director. Arranges meetings and conferences. Research and analyze documents and issues. Assist in the development of new procedures and programs. Makes arrangements and reservations with various outside agency representatives. Serves as liaison between department and staff. Answers and screens telephone calls and visitors. Receives inquiries from the general public. Direct inquiries to the proper staff. Assist in development of new procedures and programs. Compose and type letters, staff memorandums/directives.

Answer routine and non-routine questions from managers, supervisors and staff. Accurately interpret and apply county and agency policy and rules, and the Collective Bargaining Agreement. Follow up on issues that need resolution and update Director as needed. Handles materials of a sensitive and confidential nature. Types MFR monthly report and narrative to the Deputy County Administrator, HR Reports, Managers' and Supervisors' meeting minutes, Labor/Management notes, CSEA complaint log, Discipline and Grievance report.

Works closely with agency payroll department and Human Resource department on staff issues, leave forms and job postings. Attends meeting to advise on administrative matters and assist in expediting projects. Participate on interview panels in the selection of new staff. Opens and distribute mail addressed to the Directors office. Schedule agency meeting rooms. Process tuition reimbursement, approved travel requests, and invoice for Directors approval. Maintain internal documents relating to personnel and agency matters, both historic and current. Log, track & maintain confidential, secure child support case files pursuant to federal tax information rules and regulations. Filing of correspondence, news articles, State communications, miscellaneous paperwork and documents to secured, confidential case files. Work on special projects as assigned by the Director. 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 office management; employee training and development; agency rules and regulations; government structure and process. Skill in word processing; typing; equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; understands manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associates degree with coursework emphasis in business administration with three (3) years of clerical or office administration experience; or any equivalent combination of training and experience.

Additional Requirements

Must meet background check requirements.

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