

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Assistant 1	<b><u>CLASS NUMBER:</u></b> 10251	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Child Support Enforcement Agency	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N9	<b><u>POSITION CONTROL #:</u></b> 081003
<b><u>POSITION LOCATION:</u></b> 80 E. Fulton Street, Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (081002)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Create, retrieve, and modify reports, letters, correspondence, etc. Maintain and coordinate meetings and calendars for the Director, Assistant Director and Deputy Director. Type memos, correspondence, statistical data, and receive electronic and hard-copy information potentially containing confidential information. Research information as assigned. Gather and compile data. Prepare and maintain reports, documents, spreadsheets, and forms. Answer and direct incoming calls. Maintain comprehensive filing system of memos, e-mails, documents, and other priority files. Receive and distribute mail and fax. Institute appropriate security measures for safeguarding sensitive information.

Perform and review various agency processes and protocols relating to administrative functions including, but not limited to, adhering to Collective Bargaining Agreement while processing personnel issues, contracting, procurement, requests to travel, event registration, and human resources functions. Propose revisions to these processes as needed.

Proofread or draft routine documents. Coordinate and/or create minutes of meetings for the Director, Assistant Director and Deputy Director. Research and respond to client complaints that escalate to the Director or Assistant Director level. 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:**

Any equivalent combination of relevant training and experience including but not limited to: Associates degree with coursework emphasis in business administration with three (3) years of clerical or office administration 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