

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

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 2	<u>CLASS NUMBER:</u> 10252	<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> N12	<u>POSITION CONTROL #:</u> 081001
<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> Director (081000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 2 classification is to manage the administrative functions of assigned administrator(s). The classification provides back-up support to other departments, as assigned.

JOB DUTIES:

Research and prepare position papers, briefings and fact sheets regarding public policy issues related to child support. Prepare reports regarding agency structure and function. Recognize and identify trends in program operations. Provide guidance and advice to director and assistant director regarding findings and recommendations. Create surveys and other research tools to gather data and insight into policy initiatives and research areas. Coordinate focus groups to examine specific functions or projects with the agency.

Review agency processes and protocols, relating to administrative functions such as contracting and procurement. Propose revisions as needed. Create and maintain databases to analyze effectiveness of current processes and/or as rationale for proposing alternatives.

Prepare training and presentations for the director or assistant director or for direct presentation by the employee. Assist in writing grants, proposals and other documents for agency initiatives and projects. Participate in coordination of grant or project activities. Schedule, screen calls and e-mails. Proofread or draft routine documents. Coordinate and/or create minutes of meetings for the director and/or assistant 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 employee training and development; office management; office practice and procedures; agency policy and procedures. Skill in word processing; typing; equipment operation. Ability to carry out instructions in written, oral or picture form; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; use statistical analysis; copy material accurately and recognize grammatical and spelling errors; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; gather, collate and classify information about data people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; 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: Associate's degree in business administration or related field with three (3) years of office administration or clerical 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