

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 1	<u>CLASS NUMBER:</u> 10201	<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> N5	<u>POSITION CONTROL #:</u> Varies
<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> Varies
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 1 classification is to provide administrative and clerical support.

JOB DUTIES:

Type memos, correspondence, statistical data, and receive electronic and hard-copy information potentially containing confidential information. Operate a personal computer and appropriate software to create, retrieve, and modify reports, letters, correspondence, etc. Research information as assigned. Gather and compile data. Prepare and organize reports and confirmation and proof all designated assignments. 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. Open, sort, and distribute mail. Institute appropriate security measure for safeguarding sensitive information. As assigned by supervisor, may order supplies and assist with special projects and other clerical tasks. 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 inventory control; public relations; office practices and procedures. Skill in typing; word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; gather, collate and classify information and data; handle sensitive inquiries from managers, supervisors, coworkers and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with one (1) year of office administration or clerical 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