

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 2	<u>CLASS NUMBER:</u> 10202	<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> N7	<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 Secretary 2 classification is to provide complex administrative and clerical support.

JOB DUTIES:

Receive and distribute mail, records and other legal documentation. Establish and maintain confidential and miscellaneous department files. Retrieve electronic and hard copy information. Copy, collate, and distribute written material, records, legal documentation, and/or reports. Operate personal computer equipment and appropriate software to create, retrieve, and modify reports, letters, and correspondence. Research electronic and hard copy information for department files. Gather and compile data. Perform data entry. Type, prepare and proofread correspondence, memoranda, reports, information, records, legal documents, and materials. Prepare, maintain, submits and distributes reports, spreadsheets, forms, and other documentation used in legal proceedings. Maintain comprehensive filing system for all departmental documentation. Answer and directs incoming calls; provides information and assistance; and records and relays messages. Serve as department liaison for the department. Provide assistance with special projects as directed. Attend meetings, trainings, and workshops as needed to enhance job and knowledge skills. Provide assistance to coworkers and/or performs those responsibilities as necessary to maintain standards of operation. 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; human relations; office practices and procedures; agency policy and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; maintain accurate records; screen mail; originate routine business letters reflecting standard procedures; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with three (3) years 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