

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

<u>CLASSIFICATION TITLE:</u> Genetic Testing Assistant	<u>CLASS NUMBER:</u> 50103	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> New Hire: 180 Days Promotion: 120 Days Lateral Transfer to new department: 60
<u>BARGAINING UNIT:</u> Teamsters	<u>PAY GRADE:</u> T5	<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> Genetic Testing Supervisor (084700)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Genetic Testing Assistant classification is to schedule and maintain out-of-county and incarcerated genetic testing for administrative paternity and judicial cases and perform administrative tasks.

JOB DUTIES:

Primarily responsible for scheduling and maintaining out of county and incarcerated genetic testing for administrative paternity and court cases. Greet and sign in clients in need of genetic testing services. Type appointment letters and court objection letters. Responsible for providing assistance to clients by phone and inquiries for “walk-in” clients. Update computer system. Process mail for units. Record genetic test results in log book. Copy and mail court results for all genetic tests. Correspond with genetic testing vendor on inquiries. Perform back-up functions to the Paternity Coordinator, such as providing coverage for paternity conferences, taking calls, providing walk-in genetic testing, retrieving requests for scheduling from litigation, assist with genetic testing docket preparation, etc. Maintain records, document data and correspondences, attend training regarding paternity process, updates from state. 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; office practices and procedures; agency policy and procedures. Skill in equipment operation. Ability to deal with problems involving few variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply, and divide whole numbers; maintain accurate records; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED, supplemented by college coursework in social work or public relations and one (1) year of general clerical experience; or any equivalent combination of training or 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