

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

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| <b><u>CLASSIFICATION TITLE:</u></b><br>Genetic Testing Coordinator           | <b><u>CLASS NUMBER:</u></b><br>50104                                      | <b><u>FLSA:</u></b><br>Non-Exempt                           |
| <b><u>AGENCY/DIVISION:</u></b><br>Child Support Enforcement Agency           | <b><u>JOB TYPE:</u></b><br>Full Time, Classified                          | <b><u>PROBATION PERIOD:</u></b><br>180                      |
| <b><u>BARGAINING UNIT:</u></b><br>Non-bargaining                             | <b><u>PAY GRADE:</u></b><br>N10   | <b><u>POSITION CONTROL #:</u></b><br>084002                 |
| <b><u>POSITION LOCATION:</u></b><br>80 E. Fulton Street Columbus, Ohio 43215 | <b><u>TYPICAL WORK SCHEDULE:</u></b><br>Monday – Friday 8:00 AM – 5:00 PM | <b><u>SUPERVISOR (PCN):</u></b><br>Support Manager (084000) |
| <b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>                  |   |   |

**CLASSIFICATION PURPOSE:**

The primary purpose of the Genetic Testing Coordinator classification is to coordinate genetic testing for the County, maintain genetic testing for administrative paternity and judicial cases, and to perform duties as an advisor and primary contact person for paternity related matters.

**JOB DUTIES:**

Scheduling genetic testing, providing information needed for court cases. Responsible for providing assistance to clients and all requests and inquiries for “walk-in” clients. Correspond with laboratory vendor to ensure standard AABB requirements are being met for county and court cases. Update computer system and records and posts in computer objections to genetic testing results and forwards information to the CSEA attorneys.

Review pending legislation and correspondence from the state or any updates and records and transmits administrative orders, recessions, and affidavits to the registry. Prepare docket for genetic testing, court, courtesy and private cases. Draft memos, letters, and prepare appointment letters and arranges genetic testing for the prison, deceased, and on motherless cases.

Responsible for maintaining accurate information, records, correspondence, and updates. Research and record information for supervisor and prepare statistical records as instructed by supervisor.

Attends meetings, trainings, seminars that are paternity-related or other trainings as instructed by supervisor. Validate and approve (check amounts) of billing for payment on contract. Research and resolves conflicts pertaining to birth certificates and may testify in court on behalf of genetic testing procedures for juvenile and domestic courts. 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 practice and procedures; agency policy and procedures. Skill in equipment operation. Ability to define problems, collate data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; maintain accurate records; cooperate with co-workers on group projects or assignments; handle sensitive inquiries from and contacts with officials and general public.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Bachelor’s degree in social work, public relations, or related field with one (1) year of agency 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