

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

<u>CLASSIFICATION TITLE:</u> Secretary 1 (Lead)	<u>CLASS NUMBER:</u> 10153.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Child Support Enforcement Agency/Fiscal	<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> T4	<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> Office Manager 1 (084400)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Secretary 1 (Lead) classification is to provide advanced secretarial, clerical and administrative support to the department.

JOB DUTIES:

Coordinate daily assignments (e.g., maintain filing system, update manuals and notebooks, sort and distribute correspondence and other communications to the appropriate persons, etc.). Utilize agency's computer system to enter accurate personal/demographic information. Prepare statistical information, data, reports, or other information as required by supervisor and/or department head. Type correspondence and handle all confidential information for the department. Assist in training new staff within the unit. Assist in preparing necessary training aids and/or resource guides for secretaries and clerical staff in the establishment department. Provide leadership within the unit for staff with questions or concerns about specific procedural questions or client or staff interactions.

Perform other clerical assignments (e.g., make copies, file, fax, maintain paper records and reports, paperwork, miscellaneous agency material and other information/data management as assigned by supervisor). Answer incoming telephone inquiries and route messages to appropriate persons. Collate and distribute written materials. May maintain staff schedules or appointments. Assist office manager in organizing and providing a high level of service to personnel and outside sources. Set up meetings and establish agendas. Notify involved parties of meetings. Train officer personnel in procedures as assigned by supervisor. Attend all mandatory staff meetings, trainings and classes. 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 practices and procedures; agency policies and procedures. Skill in word processing; typing; equipment operations. Ability to carry out detailed but basic written or oral instructions; apply principles to solve practical, everyday problems; define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with staff, clients and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with 12 months related 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