

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

<u>CLASSIFICATION TITLE:</u> Secretary I	<u>CLASS NUMBER:</u> 10153	<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> T3	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 80 East 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 Secretary I classification is to provide secretarial and clerical support to the assigned administrator and assist customers with questions or complaints.

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 (e.g., name, DOB, address, etc.). 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.

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 with organizing and providing a high level of service to personnel and outside sources.

Prepare transcription from dictating equipment or from oral instructions using computer equipment. Set up meetings and establish agendas. Notify involved parties of meetings. Train office 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 office practices and procedures; agency policies and procedures. Skill in word processing; dictation; equipment operation. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; maintain accurate records; screen mail; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with staff, clients and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or equivalent with one (1) year of clerical or secretarial 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