

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 1	<u>CLASS NUMBER:</u> 10201	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A5	<u>POSITION CONTROL #:</u> 072016
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (071002)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 1 classification is to provide administrative and clerical support to assigned department.

JOB DUTIES:

Process documents used in the criminal prosecution of dog owners, reclaiming dogs, and adoption of dogs. Prepare affidavits involving citations and criminal complaint forms. Enter information into software computer system. Create and use excel spreadsheets for reports as needed, daily, weekly and/or monthly. Track and distribute completed affidavits as per policy. Perform various clerical duties for administrators which include answering phone, returning calls, retrieving messages, leaving messages, follow up, filing, copy, scanning, faxing, and other administrative duties. Fulfil public record requests in accordance with the Ohio Revised Code.

Set up office procedures and the daily work flow of the department staff as directed. Prepare typed copies from rough written copies or oral instructions. Proof copies and make corrections. Answer phone inquiries, transfer phone calls to the appropriate person, distribute mail, maintain files and records, and enter information into the software program used. Provide technical assistance on operation of office equipment and software used. Review and purge files in accordance with the Ohio Revised Code documentation retention policies. Prepare and organize reports, correspondence, and office records. Provide assistance to administration with conference planning, room scheduling, training, and office meetings. Coordinate desktop publishing needs with staff. Handle mass mailings. Register participants for the coalition membership conference and quarterly trainings. Type correspondence from rough written copies or oral instructions. Proof copies and makes corrections. 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 word processing; equipment operation. Ability to calculate fractions, decimals, and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; originate routine business letter reflecting standard procedures; gather, collate and classify information about data, people, or things; answer routine telephone inquiries from public; handle sensitive inquiries with officials, and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with one (1) year of office administration or clerical experience; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

Will be exposed to loose, leashed, and kenneled dogs of various sizes. Will be exposed to all forms of media, whereas your photograph may be published. May be required to wear personal protective equipment (PPE) to perform duties.

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