

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

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 1	<u>CLASS NUMBER:</u> 10251	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A9	<u>POSITION CONTROL #:</u> 051002
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (051000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 1 classification is to provide confidential and administrative, secretarial and varied support work for assigned department director, assistant director and other managers, involving complex work problems and situations requiring thorough familiarity with the operations of the county.

JOB DUTIES:

Responsible for various typing correspondence, documents and reports. Assist planning staff in preparing for board meetings (e.g., Planning Commission, Rural Zoning Commissioner’s Hearing, and Board of Zoning Appeals). Prepare legal notifications, board member packages and minutes, as directed, and may be responsible for preparing departmental resolutions for all county rezoning and annexations. Arrange meetings and conferences, prepares agendas, contact individuals for meetings, and makes arrangements and reservations with various outside agency representatives. Assemble e-packets for monthly meetings and email distribution. Screen telephone calls and visitors, receives and answers information from the general public. Assist in intake of permit applications. Update webpage meeting calendars on portal.

Serve as a liaison between the assistant director and the Board of Commissioners, other departments and divisions, and department staff. Gather information regarding cases for Planning Commission, Rural Zoning Commission, Board of Zoning Appeals, formal Tech Review, Annexation and Rezoning hearings. Assist on various reports and presentations. Draft written correspondence, type letters, memos, proofreads, makes corrections and copies materials and documentation. Assist assistant director and planning staff with general administrative duties. Create and distribute abutter (adjoining property owners) lists for all meetings/boards. Provide administrative support on long range planning activities. 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 bookkeeping; office practices and procedures; agency policy and procedures; public relations. Skill in typing; word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusion; calculate fractions, decimals and percentages; use proper research methods in gathering data; gather, collect and classify information about data; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associates degree with coursework emphasis in business administration with three (3) years of clerical or office administration 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:

N/A.

Acknowledgement of Receipt:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective Date: _____

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