

**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 Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> 060008
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. Human Resources Administrator (060014)
<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:

Performs complex duties of an administrative nature in support of the Department of Human Resources, as directed. Types, composes, creates, prepares and completes a variety of correspondence, forms, records and other documents of confidential or sensitive nature which requires knowledge of departmental programs, policies and procedures. Processes and maintains a variety of employment files and records, (e.g., job descriptions; tuition reimbursement; training attendance and registrations) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for positions and complying with mandated requirements. Distributes documentation or retains records as appropriate. Assists with maintaining information in HR databases (e.g. position control numbers). Serves as a back-up to the agency liaison.

Assists with employment process (background checks and reference checks). Serves as a back-up to new employee orientation, including verification of onboarding documentation and ensuring employees are knowledgeable of current practices and administrative processes. Performs record keeping and clerical functions for the purpose of supporting department staff. Prepares a variety of reports and related documents (e.g. training tracking log) for the purpose of providing documentation and information. Prepare and maintain daily front desk log on all activities).

Supports assigned administrative and office personnel for the purpose of aiding with their functions (e.g. prepare training room, obtaining equipment requested, scheduling conference rooms, etc.). Answers telephone system for the purpose of screening calls, transferring calls, analyzing and responding to inquiries and/or taking detailed messages. Greets individuals entering the office for the purpose of responding to inquiries and/or directing individuals to appropriate location. Receive items within the office for the purpose of ensuring receipt and delivery to addressee. Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction. Attends staff/training meetings and seminars as directed. Maintains 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 management; office practices and procedures; agency rules and regulations; government structure and process. Skill in typing; word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; understands manuals and verbal instructions, technical in nature; prepare meaningful, concise and accurate reports; gather, collate and classify information about people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associates degree with coursework emphasis in business administration or related field, with three (3) years of clerical or office administration experience.

Additional Requirements

No special license or certification is required.

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