

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

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 2	<u>CLASS NUMBER:</u> 10252	<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> N12	<u>POSITION CONTROL #:</u> 060101
<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> Director (060100)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 2 classification is to manage the administrative functions of assigned administrator or department director. The classification provides back-up support to other departments, as assigned.

JOB DUTIES:

Prepare confidential information and process personnel actions. Assist the Director in researching and compiling data in programs, policies and procedures. Review and analyze inquiries submitted by staff and outside persons and/or agencies and refer inquiries to the appropriate person. Perform administrative and clerical tasks (e.g., reports, records, and correspondence). Receive, log, and submit selection packets for approval and follow up to ensure packets are returned.

Maintain computer data and ensure personnel information is correct and current. Ensure information for payroll is accurate and assemble information relative to preparation and/or revision of any payroll changes. Manage business operations of the director's office (e.g., purchase office supplies; oversee and maintain confidential personnel records and files). Maintain director's calendar and schedule meetings. Type letter, memo, and correspondence for the Director and attend management meetings to take minutes and distribute agendas to staff. Answer specific and general inquiries from the public, staff members, and/or other government inquiries.

Request computer access for human resources staff and approve special computer requests. Act as liaison to Data Center for computer repairs and installations. Serve as telephone coordinator by requesting voice mail set-up, telephone repair, and installation. Serve as security coordinator during building alarms.

Maintain and update data for the director regarding legislative changes, data retrieval, statutes, agency class-use studies, surveys, analyses of proposed and current legislation, rules and collective bargaining contracts, and procedural analysis and development. May participate in clerical interviews. 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; government structure and process. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; add, subtract, multiply and divide whole numbers; calculate fractions, decimals, and percentages; complete routine forms, maintain accurate records; gather, collate and classify information about data, people or things; to answer routine inquiries from public, handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Associate's degree in business administration or related field with three (3) years of office administration or clerical 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