

**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 Human Resources/ Benefits & Wellness	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N5	<u>POSITION CONTROL #:</u> 060412
<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> Coordinator of Wellness & Benefits Programs (060411)
<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:

Assist with administrative tasks with various health management programs. Coordinate schedules and assists in developing health intervention and prevention programs for employees and their dependents. As assigned, represent supervisor at meetings or conferences pertaining to all aspects of health and wellness planning including events scheduling and design. Coordinate space requirements and participates in settings up exhibits. Manage health and wellness projects including providing information and assistance with bulletin boards, announcements, internet portal messages and delivers presentations about wellness programs.

Provide notification and reporting support to the Joint Benefit Employee Health Subcommittee members. Organize health immunization and screening events. Create and design promotional flyers using various software. Maintain Health Talk on the internet portal. Maintain authorization and consent forms for health services, prepares other correspondence and reports as needed and maintains utilization of biometric devices at five locations. Coordinate activities related to the Franklin County Discount Drug Card, which includes maintaining materials at all distribution locations and serving as the liaison to NACO and CareMark.

Perform clerical tasks (e.g., maintains logs, screens and directs calls; maintains files and retrieves information; may assist as receptionist; opens, sorts, and distributes wellness information and materials). Research topics of interest for health publications and seminars using various sources. 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 employee training and development; office practices and procedures. Skill in word-processing; equipment operations. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; calculate, fractions, decimals and percentages; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects, and 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: High School diploma or GED with one (1) year 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