

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Secretary 1	<b><u>CLASS NUMBER:</u></b> 10201	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Human Resources	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N5	<b><u>POSITION CONTROL #:</u></b> Varies
<b><u>POSITION LOCATION:</u></b> 373 S. High St., 25 <sup>th</sup> FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Sr. Human Resources Administrator (060310)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

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

**JOB DUTIES:**

Provides clerical and receptionist support for the Department of Human Resources, as directed. Type, compose, create, prepare and complete a variety of correspondence, forms, records and other documents (e.g. acceptance letters; disciplinary letters; training session reminders; medical documentation; bi-monthly training calendar) of confidential or sensitive nature which requires knowledge of departmental programs, policies and procedures. Process and maintain a variety of employment files and records, (e.g. applications; interview scores; background records; performance evaluations; job descriptions; training transcripts; disciplinary actions; tuition reimbursement) for the purpose of compiling pertinent employee information, ensuring accuracy of employee's records, maintaining eligibility for position and complying with mandated requirements. Distribute documentation or retain records as appropriate. Maintain a HR database.

Assist with employment process. Process and maintain database for pre-employment background checks. Assist with new employee orientation for the purpose of ensuring employees are knowledgeable of current practices and administrative processes.

Perform record keeping and clerical functions (e.g. scheduling; copying; filing; collating; data entry; calculating; verifying) for the purpose of supporting department staff. Prepare a variety of reports and related documents (e.g. training tracking log, job posting log; recruitment packages; training newsletter) for the purpose of providing documentation and information. Prepare and maintain daily front desk log on all activities (e.g. daily calls; voice messages; walk-ins).

Supports assigned administrative and office personnel for the purpose of providing assistance with their functions (e.g. prepare training room, print materials, obtaining equipment requested, scheduling conference rooms, etc). Answer telephone system for the purpose of screening calls, transferring calls, responding to inquiries and/or taking detailed messages. Greet 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. Respond to written and verbal inquiries from a variety of internal and external sources for the purpose of providing information and/or providing direction. Attend staff/training meetings and seminars as directed. 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; public relations; office practice and procedures; agency policies and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; copy materials accurately; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; arrange items in numerical or alphabetical order; gather, collate, and classify information about data; cooperate with coworkers on group projects; answer routine training questions or inquiries from staff; handle sensitive inquiries from and contacts with officials and the general public; resolve complaints from angry citizens and government officials.

**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:**

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