

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Assistant 1	<b><u>CLASS NUMBER:</u></b> 10251	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Department of Job & Family Services - Northland	<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> N9	<b><u>POSITION CONTROL #:</u></b> 100602
<b><u>POSITION LOCATION:</u></b> 1721 Northland Park Ave., Columbus, OH 43229	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Assistant Director (100600)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Perform complex duties of an administrative nature that assist Assistant Director, Chief Legal Counsel and Deputy Director, Development Support Services in day-to-day administrative duties. Respond to inquiries from outside agencies and general public. Provide technical advice regarding administrative issues, researching and gathering information/statistics for purpose of compiling confidential documents and reports. Track and report status of on-going status for supervisor by preparing materials for meetings; drafting documents and correspondence; producing copies from standard or confidential hand-written or oral instruction; maintaining calendar; organizing office procedures; coordinating daily workflow; taking meeting minutes; maintaining file system; and attending meetings upon request.

Receive and analyze referrals addressed to the agency’s fraud hotline from the general public and related governmental organizations. Screen initial referrals and take appropriate action, including routing of referral for additional investigation, contacting assigned case manager for further case action, and closing referral with no action. Monitor fraud hotline activities to identify trends and recommend appropriate response.

On an as-needed basis for Quality Support Services (QSS) and Development Support Services (DSS) management teams perform administrative duties including coordinating meeting space needs by reserving, confirming, and scheduling meeting rooms and space accommodation; opening and distributing mail; answering telephones and screen calls; greeting visitor, ordering and stocking office supplies; making copies; and preparing materials for mailings. Serve as liaison between the various management areas and relay decisions and directives to the management staff in QSS and DSS. 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 office management; employee training and development; agency rules and regulations; government structure and process. Skill in word processing; typing; 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:**

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**

Must meet background check requirements.

**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