

**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 Job & Family Services - Northland	<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> Varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (Varies)
<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:

Perform complex duties of an administrative nature that assist administrative executives in day-to-day administrative duties (e.g., respond to inquiries from outside agencies and general public, provide technical advice regarding administrative issues, research and gather information/statistics for purpose of compiling confidential, personnel, labor relations, payroll and/or reports, tracks and reports ongoing status for assistant director, assignments and correspondence within executive areas; drafts, and may sign simple correspondence). Provide non-legal interpretation of policies and procedures. Receive and analyze complaints addressed to the director’s office from general public, contacting appropriate agency area. Monitor serious complaints relative to client related problems to specific public assistance calls. Respond to client problem referrals from public officials and community organizations, move toward resolving the problems.

Coordinate meeting space needs by reserving, confirming, and scheduling meeting rooms and space accommodation needs for the executive area. Open and distribute mail for the executive area. Answer telephones and screens calls for the assistant director and agency director. Greet visitor, order and stock office supplies, make copies, and prepare materials for mailings, special projects, etc. Plan, develop and coordinate special project assignments as required by the director. Provide administrative support for the director’s office by typing and proofing confidential reports and correspondence. Schedule and plan meetings, making arrangements for conferences and travel. Help prepare materials for meetings. Produce copy from standard or confidential hand-written or oral instruction. Maintain personal calendar for supervisor. Set up office procedures. Coordinate daily workflow. Maintain full file system. Attend Child Care Coalition and other meetings, as requested, and take minutes. Serve as liaison between the various executive areas and relays decisions and directives to management. 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