

**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 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> N5	<u>POSITION CONTROL #:</u> 100501
<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> Deputy Director, Communications (100500)
<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.

JOB DUTIES:

Assist with routine administrative tasks. Forward requested materials, gather information, and compile reports. Coordinate daily work flow. Screen problems and obtain files and records to resolve problems. Update manuals and files. Obtain prices for materials and special items needed. Coordinate speaking engagements. Order brochures from state and federal agencies to supply waiting areas in community opportunity centers.

Provide limited desktop publishing and layout services for print materials, as directed. Prepare copy and graphics on computer from rough written or oral instructions. Proof, copy and make corrections. Daily review of newspapers (print and electronic) for articles relevant to the agency and/or program and call such articles to the attention of management.

Provide phone coverage as needed including for director's office. Take messages, screen and direct calls. Open, screen, and distribute mail. Maintain files and inventory of general office supplies and order as needed. Prepare and process mass mailings. Deliver and pick up items for use of special projects and marketing. Assist with design and set up of tables/booths for job fairs, health fairs, projects/exhibits/activities/events. Assist with development of information and coordination of educational activities and displays. Implement internal promotion activities and assist with any other special events/activities including the agency Holiday Help program and the annual Combined Charitable and Operation Feed Campaigns.

Post materials/flyers on agency bulletin boards. Maintain calendar of events, time and attendance records of staff. Prepare travel expenses, set up meetings and agenda, and notify involved parties. Maintain appointment books. May assist with ordering food/supplies and delivery of food/supplies for agency meetings/activities. Must provide transportation to and from agency and community events. Responsible for submitting proper invoices to fiscal department. Forward updated income eligibility charts to data center web team for posting on web site. Utilize social media applications to promote agency programs and services. May attend agency events to operate still photography/digital camera in absence of graphic designer/associate editor. 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 human relations; office practices and procedures; agency policy and procedures. Skills in equipment operation; Ability to define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; transcribe dictation, make appointments; prepare meaningful, concise and accurate records; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public; demonstrate strength to lift up to 20 lbs; demonstrate strength to move objects from one location to another.

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

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