

**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 - Varies	<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> varies
<u>POSITION LOCATION:</u> 1721 Northland Park Ave. Columbus, Ohio 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Center Director (varies)
<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:

Perform necessary support functions for the office of the Center Director. Clear, verify material on CRIS-E and Ohio Benefits Terminals. Relieve supervisor of routine administrative tasks. Open, sort, and distribute mail. Assist in the development and implementation of proper office management procedures. Respond to complaints and questions from governmental offices, citizens and other community organizations. Perform general word processing, filing, copying and faxing for administration offices. Create and maintain files of confidential nature. Plan and coordinate special projects assigned. Coordinate meetings and staff training calendar for the center. Prepare and/or modify correspondences, forms, memorandums and letters.

Prepare documents as assigned by supervisor, e.g. reports, correspondence, minutes of meetings, tables, charts and/or contracts from rough draft, oral instruction or dictation. Proof, copy, and make corrections. Produce final copies on word processing personal computer. Create designs for complex PC generated reports, charts and graphs. Perform clerical tasks, e.g. screen and direct calls, maintain files, maintain inventory and order office supplies. Act as receptionist. Keep records. Make appointments and travel arrangements. Process timesheets for temporary worker(s) stationed in center.

Perform all support functions for the Center’s “I Care” program. Prepare certificates and reports and keep lists up to date with changes. Provide technical instructions to lower level clerical staff in the center. May assist in performing some of those duties during periods of backlogs. May also assist in the reception area upon the request of supervisor to actually interview customers and applicants or to monitor the activity of other receptionists. 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. Skill in word processing; typing; 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.

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

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