

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

<u>CLASSIFICATION TITLE:</u> Secretary 1	<u>CLASS NUMBER:</u> 10153	<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> OCSEA	<u>PAY GRADE:</u> O3	<u>POSITION CONTROL #:</u> 100605
<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> Administrative Officer (100660)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Secretary 1 classification is to provide secretarial and clerical support to the administrator and assist customers with questions or complaints.

JOB DUTIES:

Receive telephone, electronic, and in-person inquiries from internal and external customers regarding the receipt and/or potential misuse of public or medical assistance benefits or other matters relating to benefits. Screen and channel inquiries based upon established office procedures. Provide information to internal and external customers relating to recipients based upon established office procedures. Document inquiries and disclosures of recipient information utilizing departmental reporting systems. Screen and channel data matches relating to incarcerated recipients. Track and monitor administrative disqualification hearing decisions and compliances and prosecution activities utilizing departmental reporting systems. Track and monitor subpoenas issued and responses received utilizing departmental reporting systems.

Relieve supervisor and other departmental managers of routine administrative tasks, including ordering office supplies, composing responses to correspondence, preparing other documents from rough written copy, oral instruction or dictation; proofreading documents and making corrections, preparing meeting minutes, scheduling meetings and interviews, preparing interview packets, departmental reports, and other departmental documents. Copy, collate and distribute written department materials. Maintain records, files statistics, and/or documentation necessary to support department activities. Open, screen and distribute mail and faxes to department staff; prepare, maintain and disseminate department rosters.

Provide back-up and assistance with office functions of the units under the supervisor; assist the department in identifying and coordinating training opportunities. As necessary provide assistance with department special projects. 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 practices and procedures; agency policy and procedures. Skill in dictation; word processing; equipment operations. Ability to apply principles to solve practical, everyday problems; calculate fractions, decimals and percentages; maintain accurate records; screen mail; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with co-workers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with staff, clients and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or equivalent with one (1) year of clerical or secretarial 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