

**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> Fleet Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A5	<u>POSITION CONTROL #:</u> 041001
<u>POSITION LOCATION:</u> 1721 Alum Creek Drive, Columbus, OH 43207	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (041000)
<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 to assigned department.

JOB DUTIES:

Set up office procedures, daily work assignments, accounts payable, accounts receivable, filing, faxing, collating, proof reading and typing correspondence or memos as directed by the supervisor. Enter data into the computer systems regarding vehicle records and reports and prepares statistical data or other information, as required or assigned. Handle request from supervisors or director as assigned. Maintain titles for Commissioners' agency vehicles and annual registration of all vehicles and process paperwork for regulatory requirements that must be met by fleet management. Perform other clerical assignments such as answering telephone inquiries or directing phone calls to the appropriate person, taking messages, distributing mail or purging files. Maintain documentation on auto accidents, including contacting insurances services, body shops for estimates, and obtains signatures on release forms. Summarize facts and makes recommendation to the director for settlement. Advise the other departments how to complete accident documentation for resolution process. Serve as a receptionist. Answer inquiries about fleet vehicles and monitor intake of complaints filed in or called in against county drivers. Process paperwork involved with disposal of retired vehicles. 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 bookkeeping; public relations; office practices and procedures. Skill in typing; word processing; equipment operation. Ability to apply principles to solve practical everyday problems; calculate fractions, decimals and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; gather, collate and classify information and data; answer routine telephone inquiries from internal/external staff or 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

No special license of certification is required.

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