

**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> Office on Aging	<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> 110019
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director, CFO (110101)
<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:

Performs complex duties of an administrative nature in support of the Office on Aging. Responds to inquiries from outside agencies and general public, provides technical advice regarding administrative issues, researches and gathers 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. Handles materials of a sensitive and confidential nature. Receives and analyzes complaints addressed to the department from general public, contacting appropriate agency area. Monitors serious complaints relative to client related problems to specific client problems. Responds to client problem referrals from public officials and community organizations, move toward resolving the problems. Researches and analyzes documents and issues. Assist in the development of new procedures and programs.

Coordinates meeting space needs by reserving, confirming, and scheduling meeting rooms and space accommodation needs for the executive area. Opens and distributes mail for the executive area. Answers telephones and screens calls for the assistant directors. Greets visitors. Orders and stocks office supplies, makes copies, and prepare materials for mailings, special projects, etc. Plans, develops, and coordinates special project assignments as required by the director. Provides administrative support for the assistant director’s office by typing and proofing confidential reports and correspondence. Schedules and plans meetings, making arrangements for conferences and travel. Helps prepare materials for meetings. Produces copy from standard or confidential hand-written or oral instruction. Coordinates daily workflow. Maintains full file system. Attends meetings, as requested, and takes minutes. Serves 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 employee training and development; office management; agency policies and procedures; government structure and process. Skill in typing; word processing; 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:

Any equivalent combination of relevant training and experience including but not limited to: Associates degree with coursework emphasis in business administration with three (3) years of clerical or office administration experience

Additional Requirements

No special license or 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