

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

<u>CLASSIFICATION TITLE:</u> Administrative Assistant 2	<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> N12	<u>POSITION CONTROL #:</u> 111001
<u>POSITION LOCATION:</u> 280 E. Broad Street	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director (111000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Assistant 2 classification is to manage the administrative functions of assigned administrator or department director. The classification provides back-up support to other departments, as assigned.

JOB DUTIES:

Manage complex administrative functions that assist the Director and Assistant Directors. Receive, analyze, and respond to inquiries addressed to the agency from the general public and related governmental organizations. Provide technical advice regarding administrative issues. Research, gather, and analyze information/statistics for the purpose of compiling confidential documents and reports. Prepare documents and correspondence. Produce copies from standard or confidential hand-written or oral instruction. Maintain calendar. Manage office procedures and coordinate daily workflow. Take meeting minutes. Manage file system. Attend meetings upon request.

Organize and coordinate meeting space needs by reserving, confirming, and scheduling meeting rooms and space accommodation. Open and distribute mail. Answer telephones and screen calls. Greet office visitors. Assist with ordering and stocking of office supplies. Prepare materials for mailings. Act as liaison between the various management areas and relay decisions and directives to the management staff. On an as needed basis, support agency teams by performing administrative duties. 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 inventory; accounting; public relations; office practice and procedures; agency policies and procedures; government structure and process. Skill in word processing; dictation; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals and percentages; maintain accurate records; complete routine forms; prepare meaningful, concise and accurate reports; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Associate’s degree in business administration or related field with three (3) years of office administration or clerical experience; or any equivalent combination of training and 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