

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

<b><u>CLASSIFICATION TITLE:</u></b> Administrative Secretary 1	<b><u>CLASS NUMBER:</u></b> 10201	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A5	<b><u>POSITION CONTROL #:</u></b> 111831
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Program Manager (111830)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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 and the daily work flow of the department staff. Prepare typed copies from rough written copies or oral instructions. Proof copies and make corrections. Answer phone inquiries, transfer phone calls to the appropriate person, distribute mail, maintain files and records, and enter information into the consumer records/files or computer system. Serve as departmental receptionist and courier for department staff. Process billing information for client services. Provide technical assistance on operation of office equipment and the database system. Review and purge files in accordance with documentation retention policies. Prepare and organize reports, correspondence, and office records. Provide assistance to supervisor with conference planning, training, and office meetings. Coordinate desktop publishing needs with staff. Handle mass mailings. Register participants for the coalition membership conference and quarterly trainings. Type correspondence from rough written copies or oral instructions. Proof copies and makes corrections. 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 public relations; office practices and procedures; agency policy and procedures. Skill in word processing; equipment operation. Ability to calculate fractions, decimals, and percentages; copy material accurately and recognize grammatical and spelling errors; complete routine forms; maintain accurate records; originate routine business letter reflecting standard procedures; gather, collate and classify information about data, people, or things; answer routine telephone inquiries from public; handle sensitive inquiries 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**

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