

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

<b><u>CLASSIFICATION TITLE:</u></b> Home Repair Assistant	<b><u>CLASS NUMBER:</u></b> 40001	<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> A3	<b><u>POSITION CONTROL #:</u></b> 111601
<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> Home Repair Manager (111600)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Home Repair Assistant classification is to assist with the administration of the county’s safe home repair/modification program. This program promotes senior citizens’ ability to live independently in their own homes in a safe and healthy environment.

**JOB DUTIES:**

Provide assistance with the senior citizen home repair/modification program. Communicate with client, contractors, or client’s family members to relay information to the services the program provides. Respond to the staff and the general public regarding home repair concerns. Review and analyze referrals received from case managers and other agencies for approval on home repair/modification assistance. Process invoices for contractor payments. Maintain spreadsheets and customer computerized records. Provide clerical support to the home repair manager. Schedule home repairs with contractors as documented on client service agreement forms. Prepare monthly, quarterly and annual program reports. Prepare, copy, or process documents, reports, and records, as needed. 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 policies and procedures. Skill in word processing; equipment operation. Ability to deal with problems involving several variables in familiar context; understand practical field of study; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; complete routine forms; maintain accurate records; gather, collate and classify information about data, people or things; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

High School diploma or GED with one (1) year 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