

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

<u>CLASSIFICATION TITLE:</u> Administrative Secretary 2	<u>CLASS NUMBER:</u> 10202	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Public Facilities Management	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N7	<u>POSITION CONTROL #:</u> 033001
<u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM –5:00 PM	<u>SUPERVISOR (PCN):</u> Director (031000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Administrative Secretary 2 classification is to provide complex administrative and clerical support.

JOB DUTIES:

Provide complex administrative and clerical support services for PFM executive leadership. Receive and distribute mail, records and other legal documentation. Establish and maintain confidential and miscellaneous files. Retrieve electronic and hard copy information. Copy, collate, and distribute written material, records, legal documentation and prevailing wage reports. Operate personal computer and office equipment and appropriate software to create, retrieve and modify reports, letters, correspondence, construction documents, etc.

Research electronic and hard copy information. Gather and compile data. Research construction projects and/or products. Perform data entry. Type, prepare and proofread correspondence, memoranda, reports, information, records, legal documents, and materials. Prepare, maintain, submit and distribute reports, spreadsheets, forms and other documentation as required. Request and organize required documentation from contractors/vendors.

Maintain comprehensive filing system for all documentation. Answer and direct incoming calls, provide information and assistance, record/relay messages, and provide scheduling assistance. Provide assistance with special projects as directed. Attend meetings, trainings, and workshops as needed to enhance job and knowledge skills. Provide assistance to coworkers and perform those responsibilities as necessary to maintain standards of operation. 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 office practice and procedures; agency policy and procedures. Skill in word processing; dictation; equipment operations. Ability to carry out simple instruction; copy records precisely without error; maintain accurate records; screen mail; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate reports; arrange items in numerical or alphabetical order; work alone on most tasks; cooperate with co-workers on group projects; answer routine telephone inquiries from public; handle sensitive inquiries from and contacts with officials and general public

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with three (3) years of office administration or clerical 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