

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

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| <u>CLASSIFICATION TITLE:</u> Support Service Clerk | <u>CLASS NUMBER:</u> 10011 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Public Facilities Management | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 120 |
| <u>BARGAINING UNIT:</u> AFSCME | <u>PAY GRADE:</u> A3 | <u>POSITION CONTROL #:</u> Varies |
| <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> Officer Manager 1 (032200) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Support Service Clerk classification is to provide clerical support for the employees and the general business functions of the county buildings and facilities.

JOB DUTIES:

Coordinate and schedule meetings and functions in the courthouse meeting rooms and public areas (e.g., lobby areas, county parks and green spaces). Prepare engraved or vinyl signs for the courthouse facility. Maintain and stock sign materials inventory. Survey buildings to ensure that signs are not removed, broken or damaged and maintains signage equipment. Provide informational services at information points in county buildings. Coordinate maintenance/electronics division in the set up and breakdown of equipment and furniture in meeting rooms and public areas. Ensure all equipment is properly stored. Maintain filing system on written request for use of the meeting areas. Post, review and remove information on bulletin boards. Provide backup relief for lunches and breaks to the county operator, receptionist, and information specialist. Operate multi-line telephone and automated call distribution system. Assist callers by transferring calls to the appropriate location or person. Use paging system to locate employees and connect them with the appropriate person. Provide information and directions to visitors and maintain a log. Perform routine clerical support (e.g., prepare labels for personnel files and timecards, filing of misc. personnel documents). Perform typing duties and data input. Assist with special events sponsored by the department. Deliver mail. Copy documents for departmental projects. Assist in mass mailings and scanning projects. 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 typing; word processing; dictation; equipment operation. Ability to deal with problems involving few variables in familiar context; add, subtract, multiply and divide whole numbers; maintain accurate records; gather, collate and classify information about data; work alone on most tasks.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of general clerical experience.

Additional Requirements

No additional 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