



FRANKLIN COUNTY
BOARD OF COMMISSIONERS
373 South High Street, 26th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Assistant 2 (Non-Bargaining) **PCN:** 011009
REPORTS TO: Deputy County Administrator **P.R.:** N12

RESPONSIBILITIES: Manage business functions of Deputy County Administrator's office. Type and prepare correspondence, prioritize daily and project workload. Revise, maintain, update and record database pertaining to the Board of Commissioners' appointments to boards and commissions. Track and report vacancies and term expirations of Commissioners' appointments to boards and commissions. Answer, prioritize and direct phone calls for the County Administrator and Deputy County Administrator. Schedule, coordinate and contact individuals for meetings. Address and track complaints from constituents by researching and directing them to the appropriate parties.

Establish and maintain all files in accordance with prescribed directives and modifies basic system as necessary for County Administrator and Deputy County Administrator(s). Order and maintain inventory of office supplies. Take and transcribe minutes for Step 3 Grievance Hearings. Prepare resolutions for appointments and miscellaneous subjects.

MINIMUM QUALIFICATIONS: 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.

STARTING SALARY: \$20.34/hour, plus a comprehensive benefit package.
180 Day probationary period

DATE POSTED: Thursday, September 7, 2017

DEADLINE TO APPLY: Wednesday, September 20, 2017

If interested and to apply on-line, please go to:
<http://hr-boc.franklincountyohio.gov/job-openings/current-jobs.cfm>