



**FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY**  
80 E. Fulton Street  
Columbus, Ohio 43215

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Secretary 1 (Bargaining Unit) **PCN:** 084407, 084409  
**DEPARTMENT:** Establishment **P.R.:** T3  
**REPORTS TO:** Cynthia Thomas, Office Manager

**RESPONSIBILITIES:** Provide secretarial and clerical support to the department. Receive, organize, review, and process cases. Type correspondence and review administrative and court documents for accuracy. Answer and return telephone calls. Handle confidential and sensitive inquiries from internal and external clients.

File, sort, organize, and distribute files accordingly. Research information concerning cases and examine client files to verify all current, legal and required documentation is in file. Schedule hearings, and attend meeting and trainings. Update manuals and train office staff as specified.

**MINIMUM QUALIFICATIONS:** High school graduate or GED with one (1) year of clerical or secretarial experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$13.69/hour, plus a comprehensive benefits package.  
120 Day Probationary Period

**DATE POSTED:** Tuesday, December 5, 2017

**DEADLINE TO APPLY:** Monday, December 18, 2017

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

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