



**FRANKLIN COUNTY  
PUBLIC FACILITIES MANAGEMENT  
373 South High Street, Lobby Level  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Administrative Secretary 2 (Non-Bargaining) **PCN:** 033001

**REPORT TO:** Assistant Director, Property Management **P.R.:** N7

**RESPONSIBILITIES:** Receive and distribute mail, records and other legal documentation. Maintain comprehensive construction filing system for all division documentation. Retrieve and research electronic and hard copy information for division files. Copy, collate, and distribute written material, records, legal documentation and prevailing wage reports. Operate personal computer, office equipment and appropriate software to create, retrieve and modify reports, letters, correspondence, construction documents, etc. Reconcile construction project invoices. Answer and direct incoming calls, provide information and assistance, and relay messages.

Gather, compile, and enter data. Research construction projects and/or products. Type, prepare and proofread correspondence, memoranda, reports, information, records, legal documents, and materials. Prepare, maintain, submit and distribute reports, construction spreadsheets, forms and other documentation. Request and organize required documentation from contractors/vendors. Serve as construction division liaison for the department. Provide assistance with special projects.

**MINIMUM QUALIFICATIONS:** High School Diploma or GED with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

**STARTING SALARY:** \$16.53 per hour, plus a comprehensive Benefits package  
180 Day Probationary Period.

**DATE POSTED:** Monday, June 5, 2017

**DEADLINE TO APPLY:** Monday, June 19, 2017

If interested, please go to <https://hr-boc.franklincountyohio.gov/> and apply on-line.

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