



## Franklin County Children Services POSITION DESCRIPTION

<b>Classification Title:</b>	Administrative Secretary 1
<b>Job Type:</b>	Full-Time, 40 Hours, Non-Exempt
<b>Starting Salary :</b>	\$17.37 per hour
<b>Hiring Bonus:</b>	Up To \$1500.00

### **Key Responsibilities:**

- Under the general supervision of Administrative Secretary 2. Provides back-up support to the Administrative Secretary 2 and the Executive Director.
- Employees primary role will be to relieve supervisor of routine administrative tasks and performs complex clerical and secretarial duties to support the department of Inclusion & Analysis and the Director and other departments when needed. The position relieves Directors and other identified I & A Administrators of routine administrative tasks and performs complex clerical and secretarial duties to support the departments reporting to the Director of Inclusion.
- Supports departmental administrative requirements for the Inclusion & Analysis Division; assists with organizational tasks; works on special projects, assignments, reports or drafts as assigned by the director; attends all other agency meetings as required, arrangements, prepares meeting handouts and room setup when necessary. Travel between agency buildings as required.
- Relieves and supports directors and other identified departments reporting to the director of routine administrative tasks; types correspondence, reports and confidential documents; answers phone and directs calls; maintains director's calendar, which includes scheduling meetings, conferences and community appointments;
- Attends management meetings and other meetings as assigned, takes and distributes meeting minutes.
- Prepares spreadsheets and maintains databases, SharePoint sites, and various logs for tracking purposes; provides document management, including photocopying, filing, faxing and processing mail; provides support and follow up on any departmental programming.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

**Minimum Qualifications:** Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus; 8 mos. Exp. As Secretary 1, or 4 mos. Exp. As secretary 2 (or 8 mos. Exp. Performing like duties in private industry or other governmental office), or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science plus 4 mos. Exp.; or equivalent. For positions requiring manual dictation, applicants must also have 72 weeks training at high school level or 4 courses at college level in shorthand and/or speedwriting (or 2 yrs. Exp.); or equivalent.

**Preferred Qualifications:** High school graduate; business school/college coursework; 4 years clerical experience with demonstrated success working in an environment that requires multi-tasking; excellent computer skills with competence in Microsoft Office applications (Outlook, Word, Excel, PowerPoint, Publisher), Adobe Acrobat, SharePoint, SACWIS, and Internet searching. Typing speed of 50 wpm. Excellent verbal and written communication skills.

**Certification or Licensure:** A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

## **AMERICAN WITH DISABILITIES SPECIFICATIONS**

**Physical Requirements:** Ability to operate standard office equipment in the performance of job functions (e.g., telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing.

**Work Environment:** Typical office environment.

## **How to Apply:**

Please send your resume and cover letter to [fccshr@fccs.us](mailto:fccshr@fccs.us)

For information on FCCS, including more information on employee benefits and our company culture, visit our website at

<http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

*All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*