



Protecting Children by Strengthening Families

Franklin County Children Services POSITION DESCRIPTION

Classification Title:	Administrative Secretary 1
Job Status :	Full-Time, 40 Hours, Non-Exempt
Starting Salary :	\$17.37 per hour
Signing Bonus :	Up to \$1500.00

Key Responsibilities:

- Under the general supervision of Administrative Secretary 2.
- Employees primary role will be to relieve supervisor of routine administrative tasks and performs complex clerical and secretarial duties to support the Public Information Office (PIO) Communications Department and other departments when needed. The employee serves as administrative secretary to the PIO/Director of Communications
- Schedules meetings, conferences and community appointments and materials for each; answers phone and directs calls for the Communications Division; communicates questions and directive to all staff and managers as requested by Division Director.
- Responsible for handling routine administrative tasks, which includes composing and typing letters, memos and reports; maintains various mailing databases of high-level importance (i.e. elected officials, community leaders, community list for agency newsletter, clip files), takes media inquiries; maintains media records; handles sensitive high-risk calls and directs them to proper staff; assists the Division in providing public information, filing and general organizational duties and acts as liaison for Division Director.
- Designs materials (i.e., brochures, certificates, ads, reports, awards, invitations, etc.) for the division, Executive Director and other agency personnel; assists in editing and proofreading. Provides administrative support for agency initiatives, campaigns and committees; prepares and distributes minutes for the various committees
- Attends meetings, prepares and distributes department materials; prepares material for publication and in-house use; designs new graphic, attention-grabbing materials to distribute to all staff and community and orders supplies and necessary.
- 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 fcshr@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