**POSITION DESCRIPTION**

**FRANKLIN COUNTY CHILDREN SERVICES**

An Equal Opportunity Employer

<table>
<thead>
<tr>
<th>JOB CLASSIFICATION:</th>
<th>DIVISION:</th>
<th>DEPARTMENT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Manager 1</td>
<td>Finance &amp; Administration</td>
<td>Data Management</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>WORKING TITLE:</th>
<th>PCN &amp; CLASSIFICATION OF SUPERVISOR:</th>
<th>JOB STATUS:</th>
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</thead>
<tbody>
<tr>
<td>1919 &amp; 855 Office Manager</td>
<td>735001 Administrative Assistant 3</td>
<td>Full-time</td>
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<tr>
<th>CLASSIFICATION NO.:</th>
<th>PCN:</th>
<th>PAY RANGE:</th>
<th>REVISION DATE:</th>
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<tbody>
<tr>
<td>16821</td>
<td>735700</td>
<td>17</td>
<td>10/19</td>
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</tbody>
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**EQUIPMENT USED:**
- telephone
- calculator
- printer
- fingerprint machine
- computer/laptop
- copying machine
- fax machine
- scanner
- switchboard
- lamination machine

**MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:**

Ability to add, subtract, multiply and divide whole numbers & to read and write common vocabulary plus 6 months clerical experience and 4 months training and/or exp. in supervision; or equivalent.

**PREFERRED:**
High school graduate or equivalent; minimum 3 years clerical exp. or equivalent; typing speed of 50 wpm; knowledge of Microsoft Office; well-developed verbal communication skills.

**PURPOSE:**
Provides direct supervision to office personnel performing clerical functions; develops and implements routine and complex procedures for clerical functions of work units; responsible for total clerical functions and work flow of assigned regions; provides secretarial services to Regional Directors and Associate Directors. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency’s Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency & Wellbeing for the families served by the agency.

**65%**

**JOB DUTIES:**

Supervises Regional Data Management staff and other clerical support staff as assigned by traveling between different locations throughout the week; assigns and monitors work, evaluates performance, and recommends appropriate personnel actions; provides staff development; manages a variety of email boxes; answers inquiries, addresses complaints, refers to others when appropriate; manages cash equivalents; ensures policies/procedures are updated in a timely manner; assumes responsibility for the total functions and workflow of both offices.

**20%**

Completes evaluations, reports; schedules meetings; attends supervisory conferences; serves on committee assignment(s); holds supervisory conferences and unit meetings; provides training to employees.

**10%**

Provides secretarial services to Regional Administrators, including but not limited to attendance at management meetings for producing minutes.

**5%**

Performs other related duties as assigned.

*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.*
**List no. of positions and Class Titles of positions supervised**  
Supervise 6-15 staff  
*Positions Includes: Secretary 1, Data Entry Operator 3, Data Entry Operator 2, and Clerical Specialists*  

<table>
<thead>
<tr>
<th>Signature of Agency Representative</th>
<th>Date</th>
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