

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Administrative Secretary 1</i>		DIVISION: <i>Program Services</i>	DEPARTMENT: <i>Provider Services</i>
WORKING TITLE: <i>Administrative Secretary 1</i>		PCN & CLASSIFICATION OF SUPERVISOR: <i>704000 Social Program Administrator 3</i>	JOB STATUS: <i>Full time</i>
CLASSIFICATION NO.: <i>16831</i>		PCN: 704010 PAY RANGE: 17	REVISION DATE: <i>6/16</i>
EQUIPMENT USED: <i>telephone calculator printer/scanner fax machine projector equipment computer copying machine automobile transcription equipment personal recorder</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>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. experience; 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.</i>			
PREFERRED: <i>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.</i>			
PURPOSE: <i>Employee serves as administrative secretary to the Director of Provider Services and relieves Director of non-routine administrative tasks and performs complex clerical and secretarial duties as secretary to the Provider Services Director, and provides support to the Provider Services Administrators. 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. 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.</i>			
55%	JOB DUTIES: <i>Supports the Provider Services Director by relieving him/her of routine administrative tasks, sets up and maintains a filing system, types correspondence, reports and confidential documents; maintains Director's emails and calendar, as requested, which includes scheduling meetings, conferences and community appointments; notifies meeting attendees, makes meeting room arrangements, prepares meeting agenda/handouts for Director and/or attendees, prepares room setup when necessary; answers phone and directs calls for director; communicates director's questions, directives and/or information to Provider Services staff, other departments and Provider/community partners as requested; maintains scheduling assignment for assigned conference room; takes and distributes meeting minutes for various meetings/committees, as assigned; coordinates employee interview schedules and documents; completes scheduling and other assigned tasks to provide administrative support to Provider Services administrators and staff.</i>		

Administrative Secretary 1

PCN

Page 2

30%

Supports administrative requirements for the Provider Services Department by maintaining a flow in the office, maintaining timecards, requesting and keeping track of trainings, tracking and routing employee evaluations, maintains various Share point sites; completes periodic reports as assigned; prepares spreadsheets and maintains databases and various logs for tracking purposes; provides document management, including photocopying, filing, faxing, and processing mail; maintains time sheets and leave requests for the director's direct reports; completes Facilities & IT requests, as requested; provides back up to other secretaries in the department during their absence.

10%

Works on special projects as assigned by Provider Services Director, assists with Department wide communication and assist with communication and other activities that contribute to employee engagement.

5%

Performs other related duties as assigned

List no. of positions and Class Titles of positions supervised

Signature of Agency Representative

Date