



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Secretary 1 (Floater)

Working Title: Secretary 1

Division/Department: Policy & Performance Improvement – Data Management

Job Status: Full-Time, 40 Hours

FLSA Status: Non-Exempt

PCN: 735707

Pay Range: 13 - Bargaining

Probationary Period: 120 Days

Classification #: 12551

Revision Date: 06/2022

OBJECTIVE/PURPOSE

Provides secretarial administrative support and assistance to the Data Management Department. This position requires that the employee reports to different work locations based on workload as determined by their supervisor. 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 help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

80% Screens, research, quality assures and correct errors of agency work product/records; preps case information for agency meetings/reviews; conducts family search and engagement activities; utilizes various tools and resources, e.g. record mining and online resources; maintains and monitors workload logs; processes inbound and outbound mail, faxes, and phone calls; distributes work; data entry; processes court and case information; updates instructions; completes record checks; monitors email boxes; scans and uploads documents; greets visitors; prepares reports/correspondences; discusses barriers, challenges, and field questions from families and collaterals to assists in problem solving and directing parties to the appropriate person; consults with supervisor when complex decisions are necessary; collaborates with agency staff and departments when necessary; ensures accurate and timely completion of work occurs according to agency/department policies and in compliance with state rules and laws; provides DEO/clerical support within the department.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- 15% Maintains/orders supplies; gathers statistics; attends meetings/trainings; scribe for meetings and committees and creates/reports meeting minutes; provides training/development; backup other department tasks when necessary; maintains other records as required for the department.
- 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. Position subject to emergency call-in outside normal working hours.**

SUPERVISORY RESPONSIBILITIES

No

QUALIFICATIONS

Minimum Qualifications: Ability to calculate fractions, decimals & percentages and to read & write common vocabulary; 1000 hrs. training in typing (or 22 mos. exp.); 600hrs. training in office practices & procedures (or 6 mos. exp.); or equivalent; 6 mos. exp. As Typist 2 or 4 mos. exp. As Technical Typist or Stenographer 2 or completion of coursework to qualify for diploma in secretarial technology or Associate degree in secretarial science; typing speed of 48 wpm

PREFERRED: High school graduate or equivalent; minimum of 2 yrs. clerical exp.; typing speed of 50 wpm.

Work Environment: Typical office environment; knowledge of office practices and procedures, calculate fractions, proofread materials, gather, collate and classify information about data, computer and telephone

Signature of Agency Representative:

Charles Spinning
Executive Director

Date