

Administrative Secretary 1-Intake and Investigations

Franklin County Children Services is seeking an Administrative Secretary 1 for the Intake and Investigations Department. The employee relieves and supports the Intake and Investigations Director of routine administrative tasks and maintains an organized office. They are responsible for the following: setting up and maintaining a filing system; typing correspondence, reports and confidential documents; answering, returning and directing calls; taking, transcribing and distributing meeting minutes; maintaining the Director's emails and calendar as requested which includes scheduling meetings, conferences and community appointments; notifying meeting attendees, making meeting room arrangements, preparing meeting handouts and room setup when necessary; maintaining various SharePoint sites; taking meeting minutes for various meetings as assigned; completing periodic reports as assigned; preparing Excel spreadsheets with formulas and pivot tables; maintaining databases and various logs for tracking purposes; providing document management, including photocopying, filing, faxing, and processing mail; and maintaining time sheets and leave requests for the director's direct reports.

Qualifications:

- The preferred candidate should have a high school diploma plus a minimum of four years of clerical experience (business school/college may be substituted for one year of required experience).
- The ability to work in an environment that requires multi-tasking
- Excellent computer skills with a strong proficiency in Microsoft Office applications (Outlook, Excel, SharePoint), Adobe, and internet searching
- Knowledge of SACWIS is a plus
- Knowledge of Excel spreadsheets with formulas with pivot tables
- A minimum typing speed of 50 wpm
- Excellent verbal and written communication skills

To apply, submit resume and cover letter to fccshr@fccc.us.

EEO/AA