

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

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| JOB CLASSIFICATION: <i>Administrative Secretary 1</i> | DIVISION: <i>Program Services</i> | DEPARTMENT: Intake, Assessment and Investigation (IAI) |
| WORKING TITLE: <i>Administrative Secretary 1</i> | PCN & CLASSIFICATION OF SUPERVISOR: <i>711240 SPA 4 Intake, Assessment, Investigation Director</i> | JOB STATUS: <i>Full-time</i> |
| CLASSIFICATION NO.: <i>16831</i> | PCN: 711002 PAY RANGE: 17 | REVISION DATE: <i>1/21</i> |
| EQUIPMENT USED: <i>telephone personal recorder fax machine printer automobile computer copying machine transcription equipment calculator</i> | | |
| MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals & 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) or completion of coursework to qualify for diploma in secretarial technology or Associate degree in secretarial science plus 4 mos. exp. or equivalent.</i> PREFERRED: <i>High school graduate: business school/college coursework, preferably in business; with a minimum of 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, Adobe Acrobat, EXCEL, SharePoint, SACWIS, and Internet searching. Typing speed of 50 wpm. Excellent verbal and written communication skills.</i> | | |
| PURPOSE: <i>Employee is under the general supervision of the Intake, Assessment and Investigation Director (IAI Director): relieves supervisor of routine administrative tasks and performs complex clerical and secretarial duties as secretary to the IAI Director, and provides support to the Intake Administrators. 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 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> | | |
| 40% | JOB DUTIES: <i>Supports the IAI Director by relieving him/her of routine administrative tasks and maintaining an organized office; setting up and maintaining a filing system, typing correspondence, reports and confidential documents; answering the phone, returning and directing calls; taking, transcribing and distributing meeting minutes; maintaining the IAI Director’s emails and calendar as requested which includes scheduling meetings, conferences and community appointments ;notifies meeting attendees, makes meeting room arrangements, prepares meeting handouts and room setup when necessary.</i> | |
| 40% | <i>Supports administrative requirements for the Intake Assessment and Investigation Department by maintaining a flow in the office, maintaining timecards, requesting and keeping track of trainings, tracking and routing employee evaluations, maintaining various Share point sites; taking meeting minutes for various meetings as assigned; and completing periodic reports as assigned; Prepares Excel spreadsheets with formulas and pivot tables 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.</i> | |

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15% *Works on special projects as assigned by IAI Director, assist with Intake Department wide communication and assist with communication and other activities that contribute to employee engagement.*

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
N/A

Signature of Agency Representative

Date