



Protecting Children by Strengthening Families

**Franklin County Children Services
POSITION DESCRIPTION**

Classification Title: Administrative Secretary 1
Working Title: Administrative Secretary 1
Division/Department: Family Services – Ongoing Division
Supervisor: Social Program Administrator 4 - 710001
Job Status : Full-Time, 40 Hours
FLSA Status : Non-Exempt
PCN : 710003
Pay Range: 17
Probationary Period: 6 months
Classification #: 16831
Revision Date : 7/2021

OBJECTIVE/PURPOSE

Employee is under general supervision of the Director of Family Services – Ongoing Division, assists Director in program direction and relieves Director of routine administrative duties.

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.

Given the nature of this classification’s duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

40% Provides total administrative assistance to the Director of Family Services – Ongoing Division and supervisors within Ongoing Division, including attendance at department

meetings; composes and produces memos, letters, statistics and procedural data as requested; maintains various logs for tracking purposes; manages/oversees multiple priorities; provide administrative support.

40% Answers general inquiries; maintains the Director's calendar as requested which includes scheduling meetings, conferences, and community appointments; prepares agendas, notifies meeting attendees, makes meeting room arrangements, prepares meeting handouts and room setup when necessary.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

15% Works on special assignments and projects for Director, developing and/or revising departmental forms; assists with department wide communication and other activities that contribute to employee engagement.

5% Performs other related duties as assigned; May also include handling cases from Intake, if needed and if determined by HR to be qualified to do so.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

Minimum Qualifications: 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. Exp.; 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.

Preferred Qualifications: High school graduate; business school/college coursework; 4 years clerical experience with at least two years in the social services field; general knowledge regarding adoption subsidy and adoptions; 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.

Certification or Licensure: A valid Ohio Driver's License and automobile insurance that is in compliance with Franklin County Children Services policy required is for travel. Travel can occasionally include out of state travel which may require airline travel.

Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

AMERICAN WITH DISABILITIES SPECIFICATIONS

Physical Requirements: Ability to operate standard office equipment in the performance of job functions (e.g. telephone, calculator, printer, scanner, microfiche, computer, copying machine, automobile, fingerprint equipment).

Prolonged periods of sitting at a desk and working on a computer.

Ability to occasionally lift and move objects weighing 10 – 15 lbs.

Occasional pushing, pulling, kneeling, reaching, and standing

Work Environment: Typical office environment.

Signature of Agency Representative:

Charles Spinning
Executive Director

Date