

POSITION DESCRIPTION
FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

JOB CLASSIFICATION: <i>Secretary 1 (Floater)</i>	DIVISION: <i>Family & Staff Support Services</i>	DEPARTMENT: <i>Data Management</i>	
WORKING TITLE: <i>Secretary 1 - Floater</i>	PCN & CLASSIFICATION OF SUPERVISOR: <i>735700 Office Manager 1</i>		JOB STATUS: <i>Full-time</i>
CLASSIFICATION NO.: <i>12551</i>	PCN: <i>735410</i> PAY RANGE: <i>12</i>	REVISION DATE: <i>10/18</i>	
EQUIPMENT USED: <i>telephone calculator printer scanner fingerprint machine computer copying machine fax machine switchboard shredder</i>			
MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED: <i>Ability to calculate fractions, decimals & percentages and to read & write common vocabulary; 1000 hours of training in typing (or 22 months' experience); 600hrs. Training in office practices and procedures (or 6 months' experience); or equivalent. 6 months' experience as Typist 2 or 4 months' experience as Technical Typist or Stenographer 2 or completion of coursework to qualify for diploma in secretarial technology or Associate's degree in secretarial science.</i>			
PREFERRED: <i>High school graduate or equivalent; minimum of 2 years' clerical experience; typing speed of 40 wpm.</i>			
PURPOSE: <i>The employee, under direction of the Office Manager 1, provides secretarial administrative support and assistance to the Data Management Department by performing clerical-related duties. The position requires that the employee reports to different work locations based on workload as determined by their supervisor. 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. Must demonstrate cultural awareness, sensitivity, and competence throughout all aspects of job duties. 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.</i>			
JOB DUTIES:			
75%	<i>Assures quality services for agency team meetings by processing incoming notifications; sending reminders and/or communications to services teams; monitoring calendars and documentation; preparing and mailing out correspondences to clients; preparing packets/paperwork prior to and after team meetings; notifying families and collaterals regarding team meetings; initiates and maintains logs and other records as assigned; quality assurance of work product; consulting with supervisors, caseworkers, and Office Manager, as necessary.</i>		
20%	<i>Scanning and uploading case documents into the electronic casefile and/or OnBase; performing clerical duties such as (but not limited to) processing mail, telephone/receptionist coverage, processing fingerprints, and relieving Office Manager of routine tasks; creating/updating department policies and desk manual.</i>		
5%	<i>Performs other related duties as assigned.</i>		

List no. of positions and Class Titles of positions supervised N/A	<hr/> Signature of Agency Representative	<hr/> Date
--	---	---------------