



Franklin County
Department of Job & Family Services
1721 Northland Park Ave.
Columbus, Ohio 43229

JOB ANNOUNCEMENT

POSITION TITLE: Administrative Secretary 1 (Non-Bargaining) **PCN:** 105001

DEPARTMENT/Location: West Opportunity Center **P. R.:** N5

REPORTS TO: Center Director

RESPONSIBILITIES: Perform necessary and routine administrative tasks for the Center Director. Assist in the development and implementation of proper office management procedures. Respond to complaints/questions from governmental offices, citizens and other community organizations. Perform administrative tasks for the Administration offices and maintain confidential files. Plan and coordinate special projects. Coordinate meetings and staff training calendar. Act as receptionist, keep records, make appointments and travel arrangements for the Center Director. Perform all support functions for the Center's "I Care" program. Prepare certificates and reports.

MINIMUM QUALIFICATIONS: High School diploma or GED with one (1) year of office administration or clerical experience; or any equivalent combination of training and experience.

STARTING SALARY: \$13.56 per hour. 180 day probationary period.
Plus a Comprehensive Benefits Package

DATE POSTED: Friday, November 6, 2015

DEADLINE TO APPLY: Friday, November 13, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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