



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

J O B A N N O U N C E M E N T

POSITION TITLE: Administrative Assistant 1 (Non-Bargaining) **PCN:** 100602

DEPARTMENT/LOCATION: Legal and Quality Support Services **P. R.:** N9

REPORTS TO: Chief Legal Counsel

RESPONSIBILITIES: Perform complex duties of an administrative nature that assists the Chief Legal Counsel in day-to-day administrative duties. Respond to inquiries from outside agencies and general public. Provide technical advice regarding administrative issues. Research and gather information/statistics for purpose of compiling confidential documents and reports. Prepare materials for meetings, draft documents and correspondence, produce copy from standard or confidential handwritten or oral instruction. Maintain calendar, take meeting minutes and maintain file system.

Receive and analyze referrals addressed to the Agency's Fraud Hotline. Distribute mail, answer telephones and screen calls. Greet visitors, order and stock office supplies, make copies, and prepare materials for mailings, special projects, etc. Plan, develop, and coordinate special project assignments. Serve as liaison between the various management areas and relay decisions and directives to the management staff in Quality Support Services and Development Support Services.

MINIMUM QUALIFICATIONS: High School diploma or GED with three (3) years of office administration or clerical experience; or any equivalent combination of training and experience.

STARTING SALARY: \$18.05 per hour plus a Comprehensive Benefits Package
180 day probationary period

DATE POSTED: Thursday, December 22, 2016

DEADLINE TO APPLY: Thursday, December 29, 2016

If interested, please go to <http://Commissioners.FranklinCountyOhio.gov/HR/> and apply on-line.

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