

**FRANKLIN COUNTY CHILD SUPPORT  
ENFORCEMENT AGENCY  
80 E. Fulton Street  
Columbus, Ohio 43215**

**J O B   A N N O U N C E M E N T**

**POSITION TITLE:** Secretary I (Bargaining Unit)      **PCN:** 082094

**DEPARTMENT:** Enforcement

**SUPERVISOR:** Eric Payne, Client Information Supervisor

**PRIMARY RESPONSIBILITIES:** Type, file, copy and transcribe from dictating equipment or from oral instruction. Respond to inquiries and provide accurate information. Open, sort and distribute memos, correspondence, and other communications to the appropriate individuals. Prepare reports, statistical data, detailed correspondence, legal documents and petitions. File motions, complaints, pleadings, affidavits and other legal documents or actions with local courts. Maintain staff schedule. Schedule meetings and prepare agendas. Update manuals, legal references, etc. Enter complete and accurate information on the computer regarding both case demographics and casework. Update information as necessary. Maintain statistical data regarding casework and case demographics. Access court files to retrieve court entries relevant to specific cases.

**QUALIFICATIONS:** High school graduate. Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 1000 hours training in typing (or 22 months experience); 600 hours training in office practices and procedure (or 6 months experience); or equivalent. 4 months experience as technical typist or stenographer, 2 or 6 months experience as typist 2 or completion of coursework to qualify for diploma in secretary technology or associates degree in secretarial science may be substituted for proceeding requirement. For positions requiring manual dictation, applicant must also have 72 weeks training at high school level in shorthand and/or speedwriting (or 2 years experience); or equivalent. Note: typing speed must be 48 words per minute corrected. 55 words per minute corrected is desirable. Prefer 6 months experience in word processing systems.

**SCREENING CRITERIA:**

- Experience in office work
- Experience in public contact
- Experience in record keeping and typing skills

**DEADLINE FOR APPLYING:** Monday, March 22, 2010 at 5:00 PM

**STARTING SALARY:** \$10.76/hour, plus a comprehensive benefits package.

**If interested, apply on-line at [www.franklincountyohio.gov/commissioners/hr](http://www.franklincountyohio.gov/commissioners/hr)**

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