

**FRANKLIN COUNTY
BOARD OF COMMISSIONERS
373 S. High Street, 26th Floor
Columbus, Ohio 43215**

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

WORKING TITLE: Receptionist (Non-Bargaining)

PCN: 011007

DEPARTMENT: Board of Commissioners

SUPERVISOR: William Flaherty, Deputy County Administrator

PRIMARY RESPONSIBILITIES: Greet people and answer telephone inquiries. Schedule conference rooms. Pick up and sort mail and order supplies. Repair and maintain copier. Organize and maintain files. Notify staff of incoming faxes. Answer routine questions and information requests from constituents and maintain phone log. Direct constituents and staff to Commissioners' website for proper information. Perform various secretarial tasks as directed by staff (e.g. mailings, copying, etc). Screen incoming calls from concerned constituents and forward where appropriate. Assist the Clerk's office with a variety of clerical duties.

MINIMUM QUALIFICATIONS: Ability to calculate fractions, decimals and percentages and to read and write common vocabulary plus: 3 months experience in office practices and procedures or equivalent.

DEADLINE FOR APPLYING: Monday, November 16, 2009

STARTING SALARY: \$12.65/hour, plus a comprehensive benefits package.

If interested, apply on-line at www.franklincountyohio.gov/commissioners/hr

-EOE-

11/2/2009