



Franklin County
Board of Commissioners
373 S. High St. 26th Floor
Columbus, OH 43215

JOB ANNOUNCEMENT

POSITION TITLE: Receptionist (Non-Bargaining) **PCN:** 011008
REPORTS TO: Clerk to the Board **P. R.:** N3

RESPONSIBILITIES: Answer incoming telephone calls. Assist with assigned staff and the general public with general inquiries. Handle complaint calls to completion. Greet and direct visitors. Open, sort, and distribute mail. Type and distribute correspondence and memorandums.

Maintain fax machine and notify staff of incoming faxes. Maintain files and documents. Provide backup assistance with office functions. Assist staff with revising, typing, faxing, summarizing correspondence and mailing. Maintain copies of assigned department materials and documents. Maintain handbooks and policy and procedure manuals.

MINIMUM QUALIFICATIONS: High School diploma or GED with six (6) months of office administration or clerical experience; or any equivalent combination of training and experience.

STARTING SALARY: \$12.04/hour, plus a comprehensive Benefits Package
180 Day Probation Period

DATE POSTED: Friday, April 22, 2016

DEADLINE TO APPLY: Thursday, April 28, 2016

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

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