



City of Columbus
Job Description

Department: Human Rights

Title: Administrative Assistant

FLSA: Nonexempt

Supervised By: Director and Deputy Director

Date: applications due July 26, 2019; applications will be reviewed immediately and interviews will start after 7 days from date of post; open until filled.

Supervises: None

Salary Range per Salary Ordinance for 2019: \$31,542 to \$47,313. Also, excellent benefits and an additional 3% of salary is deposited on behalf of employee in PERF public employees' retirement program.

General Description:

- The Administrative Assistant provides administrative and investigative support to the staff and Commissioners of the Human Rights Commission. The Administrative Assistant provides secretarial support for the Director and Deputy Director as needed and will plan events and manage projects on behalf of the Commission as assigned by the Director or the Deputy Director. He or she will support the efforts of the Human Rights Commission to ensure the equal opportunity and treatment for all citizens of Columbus in accordance with the local Ordinance.

A. RESPONSIBILITIES:

As assigned by the Director and/or Deputy Director:

- Serves as receptionist for the office. Ability to open and close office during business hours (8am-5pm regular hours, 7am-4pm during summer). Greets visitors and screens potential complainants, answers telephone calls, and responds to requests for Commission materials. Screens requests for assistance from the public and provides appropriate information and referrals in response to those requests. Runs errands for office as required.
- Assists in investigations of complaints of discrimination, including: initial phone intakes, contacting other agencies for documentation such as corporation name confirmation from the Secretary of State's office and/or the local Assessor's and Auditor's offices. Sorts, copies, and files case documents. Updates intake and case information in both physical and electronic files in a timely and accurate manner. Sets up new complaint files for each year.
- Assists in record-keeping in the preparation of Commission reports. Records information so it is available for reference and case progress reports using Microsoft Office Suite and Adobe Acrobat. Prepares meeting documents for Commissioners and Staff used at monthly Commission meetings. Is present for and takes backup minutes for monthly Commission meetings via recording equipment and/or notes.
- Coordinates with Maintenance and Personnel departments on meeting dates and equipment and/or setup needs for monthly Commission meetings and for other meetings and training events.
- Performs general office work and inputs data into computer. Maintains files of

correspondence, complaints and other resource materials. Timely files legal resources. Accurately transcribes all investigative interviews into typed document from digital audio or video file.

- Accounting knowledge: Maintains up-to-date financial records, and records expenditures against budget. Prepares claim forms, payroll vouchers, and other financial forms for the approval by the Director. As associated with the annual dinner sells tickets, receives and records income and expenses and prepares and sends invoices. Prepares wrap-up financial report for annual dinner. Prepares financial documents for monthly Commission meetings.
- Prepares, and composes as instructed, routine correspondence of the Commission. Receives, dates, and distributes incoming mail daily.
- Annual dinner/essay contest: Compiles packets going to the schools for the annual essay and poster art contests. Catalogs and records all contest submissions. Keeps updated records of all schools and administrators. Solicits judges through special mailing. Maintains annual dinner/essay contest data such as correspondence, press releases, bond purchase documentation, etc. Engages in all aspects of event-planning such as assisting in the organization of guest lists, design of invitations, coordination with vendors, etc.
- Prepares materials for training events such as researching, compiling, copying, sorting and collating handout materials. Also prepares equipment, props and other audio/visuals as needed for training events.
- Maintains inventory of office supplies and orders supplies when approved by the Director.
- Other projects as assigned by the Director, e.g. updating documents for annual report, designing annual reports and tickets for annual dinner.
- Acts as liaison to local print shops, bookstores, office supply stores and office equipment suppliers. Problem-solves to ensure that office equipment is working properly and is repaired in a timely manner as necessary.
- In the absence of the Director and Deputy Director, maintains the office functions, in particular using good judgment to distinguish requests that must be deferred and those that he/she can handle before the return of the other staff.
- Reporting Relationships: the Administrative Assistant is supervised by the Director and/or Deputy Director.

Job Qualifications:

- Good verbal and written communication skills in English. Ability to compose basic correspondence in English. Effective proofreading skills in English. Effective bookkeeping skills.
- Ability to relate diplomatically and courteously to a broad range of citizens.
- Either knowledge of, or ability to learn quickly, referral agencies in Columbus and the appropriate referral to meet the specific needs presented by each caller and visitor to the Human Rights Commission office.
- Knowledge of general clerical procedures, usage of office equipment e.g., Windows computer, copier, fax, printers, digital recording equipment or ability to learn. Job requires good keyboard and transcription skills. Proficiency with technology such as various types of online resources, software, and devices including iPad/Mac OS, Microsoft Office Suite, Publisher, and online case management software. Ability to prepare factual financial reports.
- Proven organizational skills, including a willingness to learn procedures which will increase office efficiency.

- Ability to maintain confidentiality.
- Demonstrated ability to speak and understand Spanish is highly preferred.

DATE ADOPTED: January 4, 1989

UPDATED, REVIEWED AND APPROVED: June 23, 2019