**Ohio Constitutional Modernization Commission**
**Administrative Assistant**

## Job Description

**Position:** Administrative Assistant

**Status:** Full-time, exempt

**Location:** Columbus, Ohio

### General Description

Provides secretarial assistance through routine administrative and communication tasks. Independently provides explanation, orally and/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies and procedures as they would apply in given situation. Examples: drafts and may sign simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics and may compile in report form; performs research and writes reports to present straightforward information; coordinates daily work flow of office; screens problems and obtains files and records to support same for referral and may resolve through straightforward application of policies and procedures or refer to appropriate staff.

Performs other clerical duties (e.g., maintains files; sorts and routes mail; answers phones and screens calls; greets visitors; maintains calendar; makes copies; prepares materials for mailing; schedules meetings). The Administrative Assistant is hired by the Commission and reports to the Executive Director.

Other duties as assigned.

### Primary Responsibility

The Administrative Assistant of the Commission will assist the Commission and the Commission staff in daily tasks for the office, including monitoring the Commission email, answering phones, scheduling rooms for Commission and committee meetings, sending Commission and committee meeting notices, performing research as assigned by other Commission staff, and any other duties assigned by the Executive Director.

### Knowledge, Skills, and Abilities

The Administrative Assistant must have knowledge of English grammar and composition; records management; business communications; administrative practices and procedures; and general office practices and procedures. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer and office machines is required. Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; assess questions and provide appropriate information or referral.

### Qualifications

The Administrative Assistant must have a Bachelor's Degree or higher or relevant experience of at least five years. The preferred candidate will have: experience in administrative field; demonstrated

commitment to public service; experience with government, academia, or policy advocacy; passion for the work of the Commission; excellent writing skills (for a variety of audiences including legislative, journalistic, and public); excellent research skills, creativity, versatility, and flexibility; organizational skills; and the ability to deal with diverse interests and to coordinate work effectively with other entities.

**Salary and Benefits**

Salary will be commensurate with experience, and include a standard benefits package.