

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Administrative Assistant	SERIES NO.: 6312	
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980	NEW EFF. DATE: 09/22/1991

SERIES PURPOSE:

The purpose of the administrative assistant occupation is to assist in program direction by relieving superior of administrative duties & assisting in program direction.

Incumbents relieve superior of routine administrative duties.

CLASS TITLE:

Administrative Assistant

CLASS NUMBER:

63121

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of routine administrative duties & make recommendations & assist in developing new procedures & programs.

CLASS TITLE: Administrative Assistant	CLASS NO.: 63121	BARG. UNITS: 047
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EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

09/22/1991

JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THESE DUTIES OR OTHER JOB-RELATED DUTIES AS ASSIGNED.)

Assists administrator in program direction, researches & analyzes materials, information & programs, provides technical information & advice to administrators in decision making, makes recommendations & assists in developing new procedures & programs, serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence.

Manages business functions of administrator's office; prepares & monitors budgets; prepares payroll; processes bills for payment; purchases supplies & equipment; keeps fiscal & personnel records; interviews prospective employees.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; works on special assignments & projects as directed; prepares reports, publications, memos & presentations for dissemination outside work unit.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policies & procedures regarding area assigned*; office practices & procedures*; government structure & process*; public relations; budgeting; supervisory principles/techniques*; office management. Ability to gather, collate & classify information according to established methods; cooperate with co-workers on group projects; prepare & deliver speeches; write directives, memos & other publications; define problems, collect data, establish facts & draw valid conclusions; interview job applicants to determine work best suited for them; handle sensitive contacts with public & other work units. (*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core coursework in business administration, management science or public administration.

-Or 12 mos. trg. or 12 mos. exp. in areas cited previously.

-Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel to community site under contract with Department of Mental Health.