OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Secretary 1	12551C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ

NEW AUG 0 2 1987

FUNCTION: Under general supervision from administrative supervisor, relieves supervisor of routine administrative tasks (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time & or attendance records or ordering general office supplies from agency storeroom does not qualify as routine administrative tasks) & prepares typed copy from rough written copy, oral instructions &/or dictation; may operate word processor to produce typewritten materials described in rank number two; may take manual dictation;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (68)	27-47	Relieves supervisor of routine administrative tasks (e.g., composes answers to correspondence which involves forwarding of requested materials such as pamphlets &/or providing explanation of services or activities of assigned area, but does not include interpretation of policies & procedures as they would apply to given situation; gathers statistics; performs research & writes reports; signs correspondence; sets up office procedures; coordinates daily work flow; maintains budgetary costs for assigned area; screens problems & obtains files & records to resolve same; updates manuals & notebooks; purchases equipment or supplies through either agency purchasing agent or direct contact with established vendors for low cost items) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as routine administrative tasks).	Knowledge of (1) office practices & procedures; ability to (2) apply principles to solve practical, everyday problems, (3) calculate fractions, decimals & percentages, (4) prepare meaningful, concis & accurate reports, (5) gather, collate & classify information about data, peopl or things, (6) cooperate with co-workers on group projects.
2 123:1-7-17	26-36	Prepares typed copy (e.g., correspondence, reports, minutes of meetings, tables, graphs, charts &/or contracts) from rough written copy, oral instructions &/or dictation (i.e., dictating machine, shorthand or speedwriting), proofs copy & makes corrections.	Knowledge of 1; skill in (7) typing; ability to (8) deal with problems, involving several variables in familiar context, (9) transcribe dictation, (10) check pairs of items that are similar or dissimilar.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 1000 hrs. training in typing (or 22 mos. exp.); 600 hrs. training in office practices & procedures (or 6 mos. exp.); or equivalent. 6 mos. exp. as Typist 2 or 4 mos. exp. as Technical Typist or Stenographer 2 or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science may be substituted for preceding requirement.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	13-33	Performs clerical tasks (e.g., takes messages, screens & directs calls; opens, screens & distributes mail; maintains card file; maintains files & retrieves information; copies, collates & distributes written material; maintains inventory of general office supplies & orders as needed from agency storeroom; acts as receptionist; receives & logs in materials & information).	Knowledge of 1; ability to 8, (11) add, subtract, multiply & divide whole numbers, (12) screen mail, (13) sort items into categories according to establish methods, (14) answer routine telephone inquiries from public.
4	3-13	Keeps time &/or attendance records; prepares travel expense reports; sets up meetings & agendas; notifies involved parties of meetings &/or appointments; maintains appointment book; makes travel arrangements &/or reservations; maintains staff itinerary.	Knowledge of 1; skill in 7; ability to 5, 6, 8, 11, (15) make appointments.
5 (69) 123:1-7-17	0-4	Trains office personnel in office procedures.	Knowledge of 1, (16) employee training & development*; ability to 2, 6.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
For those positions requiring manual dictation, applicant must also have 72 weeks training at high school level or 4 courses at college level in shorthand &/or speedwriting (or 2 yrs. exp.); or equivalent. Note; typing speed must be 48 words per minute.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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