OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Secretary 2	12552C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, relieves supervisor of non-routine administrative tas (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records doe not qualify as non-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 2; may take manual dictation;

PERFORMS RELATED DUTIES AS REQUI

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (70)	37-57	Relieves supervisor of non-routine administrative tasks (e.g., independently composes answers to correspondence which involves providing non-legal interpretation of policies & procedures as it would apply to given situation; purchases high cost items such as mechanical equipment, drugs, or prepares personal service contracts through either agency purchasing agent or direct contact with established vendors; acts as liaison for supervisor; responds to complaints; reviews paperwork submitted by others for correctness; maintains office in supervisor's absence; develops new office procedures; assists in budget preparation) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as non-routine administrative tasks).	Knowledge of (1) office practices & procedures, (2) agency policies & procedures*; ability to (3) apply principles to solve practical, everyday problems, (4) calculate fractions, decimals & percentages, (5) proofread materials, recognize errors & make corrections, (6) gather, collate & classify information about data, people or things, (7) cooperate with co-workers on group projects.
2 (123:1-7-17)	21-31	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 (8) typing; ability to (9) deal with problems, involving several variables in familar context, (10) transcribe dictation, (11) 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 & percent ages & to read & write common vocabulary plus: 10 mos. exp. as Typist 2, 8 mos. exp. as Technical Typist or Stenographer 2 or 4 mos. exp. as Secretary 1 (or 12 mos. exp. performing like duties in private industry or other governmental offices) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science. For those positions requiring manual dictation, applicant must also

CLASSIFICATION SPECIFICATION
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CLASS TITLE: Secretary 2

NEW AUG 0 2 1971

CODE: 12552C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	13-23	Performs clerical tasks (e.g., screens & directs calls; opens, screens & distributes mail; maintains files & retrieves information; copies, collates & distributes written material; maintains inventory of general office supplies & orders as needed; acts as receptionist).	Knowledge of 1; ability to 9, (12) add, subtract, multiply & divide whole numbers, (13) screen mail, (14) sort items into categories according to established methods, (15) answer routine telephone inquiries from public.
4	3-13	Keeps time &/or attendance records; prepares travel expense reports; sets up seminars, meetings &/or conferences & prepares agendas; maintains appointment book; makes travel arrangements &/or reservations; notifies involved parties of meetings.	Knowledge of 1; skill in 8; ability to 6, 7, 9, 12, (16) make appointments.
5	0-4	Trains office personnel in office procedures when assigned.	Knowledge of 1, (17) employee training & development; ability to 3, 7.

123:1-7-17 (71)

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
have 72 weeks training at high school or 4 courses at college level in shorthand &/or speedwriting (or 2 yrs. exp.); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Secretary 2

CODE: 12552 C