OHIO
CLASSIFICATION
SPECIFICATION
Developed for Equal Opportunity

NEW AUG 0 2 1987

CLASS TITLE:	CODE:
Office Manager 1	16821 C
MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, provides direct supervision to 6 to 15 office personnel performing clerical functions & develops & implements routine procedures for clerical function of work unit of office (i.e., assumes responsibility for total clerical function & work flow of assigned office);

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (116)	48-68	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., six to fifteen clerical employees); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) employee training & development, (3) office practices & procedures, (4) interviewing*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) interview job applicants effectively, (7) gather, collate & classify information about data, people or things, (8) establish friendly atmosphere as supervisor of work unit, (9) calculate fractions, decimals & percentages.
2	19-39	Develops & implements routine procedures for clerical function of work unit or office (i.e., assumes independent responsibility for total clerical function & work flow of assigned office).	Knowledge of 1, 2; ability to 7, 8.
3 123:1-7-17	8-18	Independently performs clerical functions (e.g., gathers data & prepares reports, searches files).	Knowledge of 3; ability to 5, 7, 9.

*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: 6 months clerical experience & 4 months training &/or experience in supervision; or equivalent.

FORM ADM-4134

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