NEW AUG 0 4 1981

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Administrative Secretary 1	CODE: 16831C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from legal section, division or bureau chief or agency appointing authority, relieves supervisor of routine administrative tasks (i.e., responsibility for opening, sorting & distributing mail, greeting visitors keeping time &/or attendance records does not qualify as routine administrative tasks), assumes responsibility for administrative functions in supervisor's absence, prepares typed copy from rough written copy, oral instructions &/or dictation (i.e., dictating machine, shorthand or speedwriting) & proofs copy & makes corrections; may take manual dictation;

PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1 (118)	55-65	Relieves supervisor of routine administrative tasks (e.g., prepares confidential reports &/or correspondence; reviews proposed legislation & reports, analyzes information & prepares summaries; prepares responses to inquiries &/or complaints from legislators; uses supervisor's signature authority; prepares budget narrative; coordinates work schedules; represents supervisor at meetings or conferences with other agencies &/or general public; aids in implementation & formation of programs &/or special projects; provides information & prepares reports to aid in decision making) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as routine administrative tasks), assumes responsibility for administrative functions in supervisor's absence.	Knowledge of (1) office practices & procedures, (2) agency policies & procedures*; ability to (3) define problems, collect data, establish facts & draw valid conclusions, (4) calculate fractions, decimals & percentages, (5) use proper research methods in gathering data, (6) gather, collate & classify information about data, people or things, (7) handle sensitive inquiries from & contacts with officials & general public.
2 123:1-7-17	18-28	Prepares typed copy (e.g., correspondence, reports, minutes of meetings, tables, graphs &/or charts) 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 familiar context, (10) transcribe dictation, (11) check pairs of items that are similar or dissimilar.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 8 mos. exp. as Secretary 1, or 4 mos. exp. as Secretary 2 (or 8 mos. exp. performing like duties in private industry or other governmental office), or completion of coursework to qualify

TRAINING & DEVELOPMENT:

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NEW AUG 0 2 1987

CLASS TITLE: Administrative Secretary 1

MAJOR AGENCIES: County Offices, Universities

CODE: 16831C

JURISDICTION: Cnty., Univ.

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	4-10	Keeps time &/or attendance records; maintains appointment schedule; prepares travel vouchers; makes travel arrangements; processes bills for payment; maintains inventory records; organizes meetings.	Knowledge of 1; skill in 8; ability to 6, 9, (12) add, subtract, multiply & divide whole numbers, (13) make appointments, (14) cooperate with co-workers on group projects.
4	5-15	Performs clerical tasks (e.g., maintains inventory of general office supplies & orders as needed; maintains correspondence logs; screens & directs calls; maintains files & retrieves information; acts as receptionist; opens, sorts & distributes mail).	Knowledge of 1; ability to 6, 9, 12, 14, (15) screen mail.

(119)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
for diploma in secretarial technology or associate degree in secretarial science plus 4 mos. experience; or equivalent. For positions requiring manual dictation, applicants 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.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE: Administrative Secretary 1

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