NEW

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Administrative Secretary 2	CODE: 16832C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under general supervision from assistant or deputy director, director, board/commission member or legal division director, relieves administrator of non-routine administrative tasks (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as non-routine administrative duties), assumes administrative responsibility & authority in administrator'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 REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	68-78	Relieves administrator of non-routine administrative tasks (e.g., assists in management & supervision of programs; coordinates activities within department; makes written &/or oral presentations; reviews clerical procedures & recommends changes; serves as liaison within agency, with news media, other governmental agencies & officials, & general public; communicates decisions, assignments & directives to appropriate staff; signs official letters & documents; recommends disposition of operational problems & oversees implementation upon approval; supervises fiscal expenditures & purchases; participates in formulation of policies & program development; trains new executive personnel on office policies & procedures; handles personal personnel problems) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as non-routine administrative duties) & assumes administrative responsibility & authority in administrator's absence.	Knowledge of (1) office practices & procedures, (2) agency policies & procedures*, (3) office management*; ability to (4) define problems, collect data, establish facts & draw valid conclusions, (5) calculate fractions, decimals & percentages, (6) use proper research methods in gathering data, (7) gather, collate & classify information about data, people or things, (8) handle sensitive inquiries from & contacts with officials & general public.
2	14-20	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 (9) typing; ability to (10) deal with problems involving several variables in familiar context, (11) transcribe dictation, (12) check pairs of items that are similar or dissimilar. *Developed after employment

(120)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

May require travel.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 12 mos. exp. as Secretary 1, or 8 mos. exp. as Secretary 2, or 4 mos. exp. as Administrative Secretary 1 (or 12 mos. exp. performing like duties in private industry or other governmental office) or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science plus: 8 mos. exp.; or equivalent.

TRAINING & DEVELOPMENT

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	3-9	Keeps time &/or attendance records; maintains appointment schedule; makes travel & lodging arrangements; prepares travel vouchers; processes bills for payment; organizes meetings.	Knowledge of 1; skill in 9; ability to 7, 10, (13) add, subtract, multiply & divide whole numbers, (14) make appointments, (15) cooperate with co-workers on group projects.
4	0-6	Performs clerical tasks (e.g., maintains files & retrieves information; screens & directs calls; maintains inventory & issues office supplies).	Knowledge of 1; ability to 7, 10, 13, 15.
5	0-4	Assists in recruiting, interviewing & training of clerical personnel when assigned.	Knowledge of 1, (16) supervision, (17) interviewing, (18) employee training & development; ability to 4, (19) interview job applicants effectively, (20) establish friendly atmosphere as supervisor.

*Developed after employment

(121)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 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: