NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Administrative Assistant 1

CODE: 63121C

MAJOR AGENCIES: County Offices, Universities

JURISDICTION: Cnty , Univ

FUNCTION: Under general supervision from administrator, assists in program direction by relieving superior of routine administrative duties:

Note: In order to determine whether position is assigned duties of routine nature, compare duties assigned to position in question with those assigned to immediate supervisory position, identify duties that have been delegated to subordinate & scope & impact of those duties on overall program activities of unit, section, division or bureau.

-PERFORMS RELATED DUTIES AS REQUIR

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	27-47	Researches & analyzes materials, information & programs; provides technical information & advice to aid administrators in decision making; makes recommendations & assists in developing new procedures & programs.	Ability to (1) define problem, collect data, establish facts & draw valid conclusions, (2) use proper research methods in gathering data, (3) gather, collate & classify information according to established methods, (4) cooperate with co-workers on group projects.
2	13-33	Represents administrator by serving as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences.	Knowledge of (5) public relations; ability to 1, (6) prepare & deliver speeches, (7) write directives, memos and other publications.
3	7-27	Manages business functions of administrator's office; prepares & monitors budgets, prepares payroll, processes bills for payment, purchases supplies & equipment; keeps fiscal & personnel records; interviews prospective employees.	Knowledge of (8) budgeting, (9) office management; ability to (10) calculate fractions, decimals & percentages, (11) interview job applicants to determine qualifications & work best suited to them, (12) handle sensitive contacts with public & other work units.

(599) 123:1-7-17

*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: 3 courses in public relations (or 3 mos. exp.); or equivalent.

TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	0-19	Prepares reports, publications, memos & presentations for dissemination outside work unit.	Knowledge of 5; ability to 1, 3, 6, 7.
5	0-16	Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public.	Knowledge of 5; ability 6, 7.
6	0-15	Works on special assignments & projects as directed.	Ability to 1.
7	0-8	Performs occasional clerical & semi-clerical tasks; schedules meetings & appointments; opens & distributes mail; answers telephone & greets visitors; takes dictation, types letters & reports; maintains files.	Knowledge of (13) office practices & procedures; skill in (14) typing, (15) dictation; ability to 3, (16) make appointments.

(600)

123:1-7-17

*Developed after employment

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