NEW

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Administrative Assistant 2	63122C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

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

Note: In order to determine whether position is assigned duties of non-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 REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	24-44	Researches & analyzes programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid administrators in decision-making.	Knowledge of (1) business administration: management science or public administration; ability to (2) develop complex reports & position papers, (3) define problems, collect data, establish facts & draw valid conclusions.
2	10-30	Acts for administrator; serves as liaison between administrator & subordinates; transmits decisions & directives; represents administrator at meetings & conferences; assumes responsibility & authority in administrator's absence.	Knowledge of 1, (4) public relations; ability to 3, (5) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
3	2-22	Manages business functions of administrator's office; prepares & administers budgets; supervises maintenance of fiscal controls, authorizes expenditures & purchases; supervises maintenance of personnel records; recruits, interviews, hires, trains & advises employees.	Knowledge of (6) interviewing, (7) employee training & development*, (8) supervision, (9) budgeting; ability to (10) calculate fractions, decimals & percentages.
4	4-24	Administers special programs & projects; coordinates specific auxiliary functions falling under authority of supervisor.	Ability to 3, (11) gather, collate & classify information according to established methods.

*Developed after employment

(601)

123:1-7-17

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 3 courses in business administration: management science or public administration (or 3 mos. exp.); 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
5	3-23	Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; writes position papers & reports; makes speeches & gives lectures; prepares news releases.	Knowledge of 4; ability to (12) write letters, papers, reports & speeches & deliver speeches before general public.
6	0-17	Plans, assigns & supervises work of small number of clerical, maintenance, security &/or lower-level administrative employees.	Knowledge of 8; ability to (13) establish friendly atmosphere as supervisor of work unit.

(602)

123:1-7-17

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UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT: