NEW AUG 0 4 1987

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Administrative Assistant 3	63123C
MAJOR AGENCIES: County Offices, Universities	**JURISDICTION:** Cnty., Univ.

FUNCTION: Under administrative supervision from administrator, assists in program direction by relieving superior of variety of difficult administrative duties;

Note: In order to determine whether position is assigned duties of difficult 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	24-34	Acts for administrator; serves as liaison between administrator & subordinates; transmits decisions & directives; implements policies; represents administrator at meetings & conferences; assumes responsibility & authority in administrator's absence.	Knowledge of (1) business administration: management science or public administration, (2) supervision, (3) public relations; ability to (4) handle sensitive telephone & face-to-face inquiries & contacts with public & government officials.
2	9-29	Analyzes & evaluates programs, procedures & policies; develops programs & policies subject to final approval by supervisor; provides technical advice to aid administrators in decision making.	Knowledge of 1, 2, 3; ability to (5) define problems, collect data, establish facts & draw valid conclusions.
3	7-27	Manages office & auxiliary functions (e.g., maintenance, security, public information, personnel); plans, assigns & supervises (i.e., must assign & review work, complete & sign employee performance evaluations, recommend or authorize leave & recommend or initiate disciplinary action) 3 or more full-time permanent clerical &/or lower-level administrative support employees or equivalent (i.e., 2 part-time permanent employees equal 1 full-time permanent employee).	Knowledge of 1, 2, (6) employee training & development.

(603)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in business administration: management science or public administration or supervision (or 6 mos. exp.); 6 courses in public relations (or 6 mos. exp.); 1 course in employee training & development (or 1 mo. exp.); or equivalent.

TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
4	1-21	Develops & coordinates public relations programs; researches & responds to inquiries & complaints; furnishes information & explains programs to the public, legislators & news media; writes position papers & reports; makes speeches & gives lectures; prepares news releases.	Knowledge of 3,; ability to 5, (7) write letters, papers, reports, (8) deliver speeches before government officials & general public.
5	0-17	Develops & administers special programs & projects.	Knowledge of 1, 2; ability to 5.
6	0-9	Prepares important documents, correspondence, directives & publications.	Ability to 7.
7	4-14	Manages business function of administrator's office; prepares & administers budgets; establishes & supervises maintenance of fiscal controls; authorizes expenditures & purchases; develops & implements recruitment & training programs; interviews, hires, & counsels employees.	Knowledge of 1, 6, (9) public accounting, (10) interviewing; ability to (11) interview job applicants to determine work best suited to them.

(604)

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