NEW AUG 0 2 1997

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Administrative Assistant 4	CODE: 63124C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under administrative supervision from agency head or other high-level administrator, assists in program direction by acting for superior & by relieving superior of most difficult administrative duties;

Note: In order to determine whether position is assigned duties of most 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	28-48	Acts for administrator; provides regular direction to division heads & other staff members; conducts staff meetings to discuss & execute policies & procedures; reviews proposals of division heads & other staff members & makes recommendations to administrator; assumes full responsibility & authority in administrator's absence.	Knowledge of (1) business administration: management science or public administration, (2) supervision; ability to (3) define problems, collect data, establish friendly atmosphere as supervisor of work unit.
2 (605)	8-28	Analyzes & evaluates programs, procedures, & policies; develops & revises programs & policies; provides technical advice to aid administrator in decision making.	Knowledge of 1; ability to 3.
3	7-27	Prepares & directs preparation of correspondence, reports, policy statements, legislative drafts; provides information on programs & policies to private organizations, government officials, & general public.	Knowledge of (4) public relations; ability to 3, (5) develop complex reports & position papers.
4 (23:1-7:7)	5-15	Coordinates & monitors personnel & fiscal services of administrative unit; supervises & assists with budget preparation & administration; orients & counsels new professional personnel; identifies staff training needs.	Knowledge of 1, 2, (6) budgeting, (7) employee training & development; ability to 3.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 6 courses in business administration: management science or public administration (or 6 mos. exp.); 3 courses in supervision (or 3 mos. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent.	TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	6-16	Represents administrator at meetings & conferences with state, federal & community agencies; speaks for administrator on policy matters.	Knowledge of 4; ability to (8) handle sensitive face-to-face contacts with public & government officials.
6	3-9	Plans, directs & appraises work of administrator's office staff, including clerical & lower level administrative employees.	Knowledge of 2.

(606)

123:1-7-17

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

FORM ADM-4134

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