NEW AUG 0 2 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Assistant Investments Officer	CODE: 66571 C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: County, Univ.

FUNCTION: Under general supervision from investments director or bureau administrator, assists in management of investments program, makes recommendations on investments in specific issues & assists in collection & analyses of data relative to agency/bureau investment activities;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	17-23	Makes recommendations relative to investment in specific areas or on specific issues (e.g., buy, sell, hold), makes recommendations on overall investment program in absence of investments officer & implements investment decisions under administrative supervision.	Knowledge of (1) finance, (2) investment analysis, (3) investment management, (4) economics, (5) accounting, (6) securities codes & regulations; ability to (7) deal with some abstract, but mostly concrete variables, (8) use statistical analysis, (9) develop complex reports & position papers, (10) gather, collate & classify information.
2	67-73	Gathers information, analyzes data & prepares reports of activities, transactions & individual issues, prepares data for computer analysis & assists in preparation of reports on status of agency/bureau funds.	Knowledge of 1, 2, 3, 4, 5, 6; ability to 7, 8, 10, (11) write technical financial reports.
3	7-13	Contacts financial houses, brokers & dealers for information concerning investments, or to place orders.	Knowledge of 1, 2, 3, 4, 5, 6, (12) operation of investment institutions; ability to 7, 10, (13) communicate effectively with business officials.

(962)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of coursework for graduate field of study in business administration: finance as required by college or university, or completion of undergraduate major core coursework in business administration: finance & 1 yr. exp. in financial investments (or 3 yrs. exp. in financial investments position in public or private sector); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

CLASS TITLE	CODE:
Assistant Investments Officer	66571C