



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10131

ADMINISTRATIVE ASSISTANT

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Administrative Assistant may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Administrative Assistant position is to assist the administrator/supervisor in performing administrative tasks and major work duties as well as to represent the administrator by serving as a liaison between the administrator and other interested parties (e.g., staff members, the public, clients, vendors).

Duties

Frequency: 50% +/- 10%

- I. As a support worker, directly assists supervisor/administrator with administrative tasks and major work duties.
 - A. Assists administrator/supervisor with administrative tasks and assumes responsibility for non-routine administrative tasks; completes special projects or other assignments delegated by supervisor/administrator.
 - 1. Aids in implementation and formation of programs and special projects.
 - 2. Updates manuals.
 - 3. Assists in the management and supervision of programs.
 - 4. Prioritizes and schedules work for staff.
 - 5. Conducts meetings in order to communicate decisions, assignments, directives, etc. to appropriate staff members.
 - B. Performs public relations duties serving as liaison for the agency.
 - C. Assumes responsibility for some administrative functions in the administrator's/supervisor's absence (i.e., those duties that have been specifically delegated to be performed in the administrator's/supervisor's absence).
 - D. Prepares memoranda and reports.

Frequency 25% +/-5%

- II. Represents administrator/supervisor by serving as liaison between the administrator/supervisor and other interested parties (e.g., staff members, the public, clients, vendors).



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- A. Interprets and explains personnel policies and procedures.
 - B. Answers questions from other agency employees and clients via telephone or face-to-face contact regarding personnel policies or procedures.
 - C. Attends administrator/supervisor and facilitator meetings.

Frequency: 10% +/-5%

- III. Performs general clerical duties.

Frequency: 10% +/-5%

- IV. Purchases and maintains inventory of office equipment.

Frequency 5% +/- 2%

- V. Attends training, conferences, and meetings as necessary.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ADMINISTRATIVE ASSISTANT**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Computer operations; Office practices and procedures; Administrative practices; Public relations issues; Typing principles; Mail procedures; Program implementation; Duties and responsibilities of the Administrator; Word processing functions; Data entry functions; English grammar and composition.	Typing; Oral communication; Public Speaking; Writing; Word processing; Public relations; Data entry; Operating computer systems.	Perform a full range of standard clerical assignments; Resolve recurring, standard problems; Handle problems involving varied and unrelated processes and methods; Construct standard tables and graphs for meetings and presentations; Use standard office equipment; Type; Act as a liaison; Prepare and present speeches; Listen for problems or issues and provide responses or explanations; Maintain accurate records; Prepare correspondence; Implement programs; Work on multiple tasks/projects; Handle contacts with outside agencies; Gather, collate and summarize data; Speak before an audience; Use computers; Take dictation; Construct tables and graphs; Prepare travel arrangements; Photocopy materials; File material numerically, alphabetically, and/or chronologically.
II	Office practices and procedures; Administrative practices; Management practices; Agency personnel policies and procedures; Duties and responsibilities of Administrator; Supervisor and facilitator meetings; Implementation of changes to personnel policies and procedures.	Oral Communication; Organization; Interpretation.	Interpret and explain personnel policies and procedures; Act as a liaison between the Administrator and interested parties; Implement changes to policies and procedures; Answer questions concerning personnel policies and procedures; Communicate changes to necessary parties.
III	Office practices and procedures; Administrative practices; Management practices; Agency personnel policies and procedures; Duties and responsibilities of Administrator; Supervisor and facilitator meetings; Implementation of changes to personnel policies and procedures.	Oral Communication; Organization; Interpretation.	Interpret and explain personnel policies and procedures; Act as a liaison between the Administrator and interested parties; Implement changes to policies and procedures; Answer questions concerning personnel policies and procedures; Communicate changes to necessary parties.



IV	Purchasing practices; Intermediate mathematical principles; Inventory control; Agency computer systems(e.g., CRIS - E); Procedures for obtaining employee security clearance; Administrative practices.	Organization; Troubleshooting CRIS - E system problems; Oral communication.	Obtain security clearance for employees; Troubleshoot computer system problems (e.g., CRIS - E); Purchase office equipment and supplies; Perform intermediate mathematical calculations; Compare costs of supplies and equipment; Write inventory report; Use computers; Type; Perform routine maintenance on office equipment.
V	Office practices and procedures; Agency meetings and conferences; Training activities.	Oral communication; Listening.	Attend training conferences and meetings; Listen to others and interpret what they say; Speak in from of others at meetings and conferences.



Minimum Qualifications

- Completion of two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions. Also requires two years experience in area of clerical or administrative work performing non-routine and routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.
- Or two courses or twelve months experience in typing or keyboarding, two courses or twelve months experience in legal research and writing, two courses or twelve months experience in word processing, one course or six months experience in office practices & procedures, one course or six months experience in administrative office procedures, one course or six months experience in techniques of writing, and one course or six months experience in business mathematics. Also requires two years experience in area of clerical or administrative work performing non-routine and routine administrative and clerical tasks, coordinating internal activities, and utilizing computer software programs.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort other than normal bending, walking, standing and sitting inherent in an office job. The position involves working in an office setting, where the likelihood of injury is very limited.