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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 10133**

**ADMINISTRATIVE ASSISTANT SUPERVISOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE 1/29/01**

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 Supervisor 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.



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## Summary of Essential Duties

The primary purpose of the Administrative Assistant Supervisor position is to provide direct supervision to nonsupervisory personnel who perform clerical duties. In addition, the incumbent must assist the administrator/supervisor in performing his or her major work duties. Finally, the position often acts as a liaison between the agency and other interested parties (e.g. the public, clients, vendors, staff).

### Duties

Frequency 25%+/- 5%

- I. Provides direct supervision to non-supervisory personnel who perform clerical duties AND as a support worker, directly assists administrator/supervisor with administrative tasks, clerical tasks, and major work duties..
  - A. Determines need for new staff members, and makes recommendations regarding need.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates, when necessary.
  - D. Reviews, approves, or denies employee requests for leave.
  - E. Reconciles worker time cards with worker attendance sheets to ensure that the number of hours matches for each day of the pay period.
  - F. Completes performance evaluations of subordinates' work.
  - G. Meets with subordinates regarding any grievances.
  - H. Trains new and current employees.
  - I. Assigns and reviews work of subordinates.
  - J. Oversees payroll, benefits and personnel record keeping.
  - K. Assists administrator/supervisor with administrative tasks and assumes responsibility for non-routine administrative tasks; completes special projects or other assignments delegated by administrator/supervisor.
  - L. Performs public relations duties serving as liaison for agency.
  - M. Assumes responsibility for some administrative functions in the administrator's/supervisor's absence.
  - N. Prepares memoranda and reports.



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Frequency 15% +/-10%

- II. Represents administrator/supervisor by serving as liaison between the administrator/supervisor and other interested parties (e.g., staff members, the public, clients, vendors).
  - 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: 5% +/-2%

- III. Performs general clerical duties.

Frequency 5% +/- 3%

- IV. Purchases and maintains inventory of office equipment.

Frequency: 5% +/-3%

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



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

DUTY	KNOWLEDGE	SKILLS	ABILITIES
<b>I</b>	Interviewing principles; Training and development practices; Supervisory practices; Personnel practices; The ADA and CRA; Computer operations; Office practices and procedures; Administrative practices; Public relations issues; Typing principles; Program implementation; Duties and responsibilities of the Administrator; Word processing functions; Data entry functions; English grammar and composition.	Supervising; Interviewing; Oral Communication; Typing; Public Speaking; Writing; Word processing; Public relations; Data entry; Operating computer systems.	Monitor and Supervise employees; Train personnel; Interview, evaluate, and rate employee performance; Assign duties to others; Discuss results of performance evaluations with subordinates; Communicate information; 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.
<b>II</b>	Office practices and procedures; Administrative practices; Management practices; Agency personnel policies and procedures; Duties and responsibilities of Administrator; Public relations issues; Implementation of changes to personnel policies and procedures.	Oral Communication; Organization; Public relations.	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 of others concerning personnel policies and procedures; Communicate changes to necessary parties.
<b>III</b>	General clerical duties; Office practices and procedures; Typing functions; Word processing functions; English grammar and composition.	Typing; Word processing; Organization; Oral Communication.	Maintain accurate records; Type; Prepare correspondence; Use computers; Take dictation; Construct tables and graphs; Prepare travel arrangements; Photocopy materials; File material numerically, alphabetically, and/or chronologically.



<b>IV</b>	Purchasing practices; Intermediate mathematical principles; Inventory control; Procedures for obtaining employee security clearance; Administrative practices.	Organization; Oral communication.	Obtain security clearance for employees; 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.
<b>V</b>	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.



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### **Minimum Qualifications**

- Two years experience as Administrative Assistant, 10131.
  
- Or completion of two years of technical training in office administration/secretarial science with emphasis on legal secretarial functions. Also requires two years experience in a position similar to an Administrative Assistant, 10131.
  
- 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 a position similar to an Administrative Assistant, 10131.

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

### **Unusual Working Conditions**

The position requires normal physical effort (e.g., normal walking, standing, bending) inherent in most office jobs. The position involves almost no possibility of injury. The incumbent works in an office environment that requires only normal safety precautions.