

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Secretary

SERIES NO.:

1255

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

03/07/2004

SERIES PURPOSE:

The purpose of the secretary occupation is to perform a variety of clerical, procedural & administrative tasks as principal clerical & administrative support position for supervisor &/or office staff.

At the lower level, incumbents provide general secretarial assistance through routine administrative tasks &/or provide secretarial assistance requiring training in technical terminology &/or serve as lead worker over other secretaries & office assistants or other secretaries & word processing specialists.

At the higher level, incumbents supervise lower-level secretarial staff.

Positions that do not perform administrative duties are classified in the Office Assistant, Word Processing or Clerk series. Positions with non-routine administrative duties are classified in the Executive Secretary series.

Note: This series may be used within agency/institution &/or in community setting.

CLASS TITLE

Secretary

CLASS NUMBER

12551

PAY RANGE

27

EFFECTIVE

03/07/2004

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of clerical functions & office procedures in order to provide general secretarial assistance by performing routine administrative tasks &/or to provide secretarial assistance in technical environment by performing routine administrative tasks &/or to act as lead worker over other secretaries & office assistants or other secretaries & word processing specialists & provide secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area but does not include formulating interpretation of policies & procedures as they would apply in given situation).

CLASS TITLE

Supervisory Secretary

CLASS NUMBER

12555

PAY RANGE

08

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The supervisory level class works under direction & requires considerable knowledge of clerical functions & office procedures in order to supervise at least one secretary plus office assistants, word processors &/or clerks & provide secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation).

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Secretary	12551	09	03/07/2004	27

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

A - Provides secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation) (e.g., drafts & may sign simple correspondence; researches responses to inquiries; compiles data; prepares reports, gathers statistics & may compile in report form; performs research & writes reports to present straightforward information; sets up office procedures; coordinates daily work flow of office; revises content of manuals & notebooks; requisitions equipment & supplies through either agency purchasing agent or direct contact with established vendors for low cost items that are used repetitively; screens problems & obtains files & records to support same for referral & may resolve only those which do not involve interpretation or judgment of applicability of policies & procedures).

&/OR

B - Provides secretarial assistance in technical environment & transcribes, formats &/or assists in formatting, types & proofs standard &/or technical (i.e., documents requiring use of legal, medical, scientific, statistical or foreign language terminology) correspondence & reports.

& IN ADDITION TO A OR B OR IN LIEU OF A OR B,

C - Serves as lead worker over secretaries & office assistants or secretaries & word processing specialists by coordinating work flow & participating in training & evaluation on daily basis or on shift or at office where no higher level supervisor/manager is located.

Produces typed copy, to include formatting or assisting in formatting, from standard or confidential written, dictated or oral instructions & proofreads work.

Performs other clerical duties (e.g., maintains files; sorts and routes mail; answers phones & screens calls; greets visitors; orders & stocks supplies; maintains calendar; makes copies; prepares materials for mailing; prepares time reports for payroll; schedules meetings).

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; administrative practices & procedures*; general office practices & procedures; agency-specific office practices & procedures*. Skill in operation of office machines (e.g., transcribing equipment, calculators, typewriter &/or word processors). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 yr. trg. or 1 yr. exp. in secretarial science including operation of typewriter or word processing equipment. For positions requiring manual dictation, applicants must also have 6 mos. trg. or 6 mos. exp. in speedwriting or shorthand.

For positions requiring technical terminology, applicants must also have 6 mos. trg. or 6 mos. exp. in relevant technical terminology.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May require travel to community site under contract with Department of Mental Health.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Supervisory Secretary	12555	EX	06/22/1990	08

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises secretarial & office assistant &/or word processing &/or clerical staff (e.g., develops routine procedures for clerical function; prioritizes, assigns & monitors work flow; trains staff in office procedures; makes changes in work assignments according to fluctuating needs).

Provides secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation) (e.g., collects data for reports; drafts routine correspondence to include formatting &/or assisting in formatting; makes travel arrangements; prepares confidential correspondence; schedules meetings; takes & transcribes dictation).

Performs other clerical duties (e.g., opens, logs, distributes mail; answers phones; greets visitors; orders & stocks supplies; maintains files & retrieves information; makes copies; prepares materials for mailing; prepares time reports for payroll).

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; administrative practices & procedures; office practices & procedures; supervisory principles/techniques*; employee training & development; agency-specific office practices & procedures. Skill in office machines (e.g., transcribing equipment, calculator, typewriter &/or word processor). Ability to deal with problems involving several variables within familiar context; apply principles to solve practical, everyday problems; interpret instructions in written or oral form; write routine business letters following standard procedures; complete routine forms or records; make appointments; arrange items in numerical or alphabetical order; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

2 yrs. trg. or 2 yrs. exp. in secretarial science, including operation of typewriter or word processing equipment; 9 mos. trg. or 9 mos. exp. in employee training & development; 6 mos. trg. or 6 mos. exp. in administrative practices & procedures.

For positions requiring manual dictation, applicants must also have 6 mos. trg. or 6 mos. exp. in speedwriting or shorthand.

-Or 12 mos. exp. as Secretary, 12551.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.