

STATE OF OHIO (DAS)
CLASSIFICATION
SPECIFICATION

CLASSIFICATION SERIES:

Secretary

SERIES NO.:

1255AG

MAJOR AGENCIES:

Attorney General only

EFFECT. DATE:

06/24/1991

SERIES PURPOSE:

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

CLASS TITLE:

Secretary

CLASS NUMBER:

12551AG

EFFECTIVE DATE:

06/24/1991

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: Secretary	CLASS NUMBER: 12551AG	BARGAINING UNIT: 045
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EFFECTIVE DATE:

06/24/1991

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.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

1 yr. trg. or 1 yr. exp. in secretarial science; typing skill of 60 words per minute. 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:

Not applicable.