

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	CLASSIFICATION SERIES: Administrative Secretary	SERIES NO.: 1681
	MAJOR AGENCIES: Attorney General only	EFFECT. DATE: 01/01/1980

SERIES PURPOSE:

The purpose of the administrative secretary occupation is to perform complex secretarial duties and to assist administrator in management of office functions.

CLASS TITLE:

Administrative Secretary

CLASS NUMBER:

16811

EFFECTIVE DATE:

01/01/1980

NEW EFFECTIVE DATE:

06/24/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires thorough knowledge of clerical & office functions in order to assist administrator.

CLASS TITLE: Administrative Secretary	CLASS NO.: 16811	BARG. UNITS: 045
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EFFECTIVE DATE:

01/01/1980

NEW 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.)

Performs complex secretarial duties; takes & transcribes dictation using shorthand or machine; types variety of complex & confidential materials; maintains administrator's appointment schedule; makes travel arrangements; establishes & maintains record keeping system.

Acts for administrator; serves as liaison between administrator & other agencies, general public & subordinates; transmits decisions & directives & provides information; represents administrator at meetings & conferences; assumes responsibility in administrator's absence.

Manages business functions of administrator's office; maintains fiscal & personnel records & prepares reports; purchases supplies & equipment & processes bills for payment; participates in budget preparation; interviews, trains & oversees workflow of clerical personnel.

Researches & analyzes materials, information & programs; prepares reports & provides information to aid administrator in decision making & to assist in development of new procedures & programs; works on special assignments & projects as directed.

MAJOR WORKER CHARACTERISTICS:

Knowledge of office management; office practices & procedures; government structure & process; public relations; budgeting; bookkeeping; inventory control; management. Skill in typing; shorthand or operation of dictating machine. Ability to transcribe dictation; make appointments; write routine business letters; gather, collate, & classify information; define problems, collect data, establish facts & draw valid conclusions; handle sensitive contacts with public & government officials.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

10 courses in secretarial science or its equivalent (or 1 yr. exp.); 300 hrs. training in public relations (or 3 mos. exp.); typing skill of 60 words per minute.

_Or alternative, equivalent evidence of the Major Worker Characteristics noted above.

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

Not applicable.

UNUSUAL WORKING CONDITIONS:

Not applicable.