

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

Executive Secretary

SERIES NO.:

1683

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:

06/22/1990

SERIES PURPOSE:

The purpose of the executive secretary occupation is to independently provide non-routine administrative & secretarial services to a manager in order to facilitate the administration of the office.

At the lower level, incumbents perform non-routine administrative tasks & provide secretarial support for the office. At the higher level, incumbents also act as person-in-charge over lower-level secretarial &/or clerical employees in the office, but excludes lower-level executive secretaries.

This series does not include administrative positions that have no clerical nor secretarial duties (see Administrative Assistant series) nor secretarial positions that perform routine administrative duties (see Secretary series).

CLASS TITLE

Executive Secretary 1

CLASS NUMBER

16832

PAY RANGE

10

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of administrative policies & procedures, clerical & secretarial procedures in order to provide secretarial & non-routine administrative support (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, to prepare correspondence &/or reports or to carry out other assignments).

CLASS TITLE

Executive Secretary 2

CLASS NUMBER

16833

PAY RANGE

10

EFFECTIVE

06/22/1990

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of administrative policies & procedures, clerical & secretarial procedures in order to act as lead worker (i.e., provide work direction & training to & assign & review work) over clerical & secretarial staff (i.e., excluding lower-level executive secretaries) on daily basis & to provide secretarial & non-routine administrative support (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, to prepare correspondence &/or reports or to carry out other assignments).

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-----------------------|---------------------|--------------|------------------|------------------|
| Executive Secretary 1 | 16832 | EX | 06/22/1990 | 10 |

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 non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, prepare correspondence &/or reports or to carry out other assignments) (e.g., responds to correspondence; reviews & summarizes fiscal &/or operational &/or personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; performs personnel functions such as screening job applicants in face to face interviews; communicates decisions, directives &/or assignments to appropriate staff; represents division or agency on inter-divisional task forces or committees; reviews & summarizes reports on operations &/or fiscal &/or personnel activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers &/or typing equipment).

Performs secretarial tasks (e.g., prepares confidential correspondence &/or reports; maintains confidential files; maintains calendar &/or makes travel arrangements for supervisor; takes & transcribes dictation &/or minutes of meetings; prepares payroll reports &/or timesheets); handles sensitive telephone calls; channels calls to appropriate parties for response.

Performs clerical tasks (e.g., receives, opens, logs, distributes incoming mail; answers phone & screens calls; greets & directs visitors; maintains inventory of general office supplies & orders as needed; maintains files & retrieves information); prepares routine forms; prepares records retention & disposal schedules & arranges record transfers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; administrative practices & procedures*; office policies & procedures; departmental/agency regulations, policies & procedures*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; write routine business letters, evaluations & records; gather, collate & classify information about data, people, or things; move fingers easily to perform manual functions; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in secretarial science including operation of typewriter or word processing equipment. For positions requiring manual dictation, applicants must also have trg. or exp. in speedwriting or shorthand which results in speed of 100 words per minute.

-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.

| <u>CLASS TITLE</u> | <u>CLASS NUMBER</u> | <u>B. U.</u> | <u>EFFECTIVE</u> | <u>PAY RANGE</u> |
|-----------------------|---------------------|--------------|------------------|------------------|
| Executive Secretary 2 | 16833 | EX | 06/22/1990 | 10 |

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.)

Serves as lead worker (i.e., provides work direction & training & assigns & reviews work) over clerical &/or secretarial personnel (i.e., excluding lower-level executive secretaries) on daily basis or shift or at office where no higher-level direct supervisor/manager is located with duties including responsibility for assigning & reviewing work, providing work assistance to & training personnel & performs non-routine administrative tasks (i.e., independently formulates decisions &/or judgments involving non-legal interpretation of policies & procedures as they would apply to given situation to resolve problems, prepare correspondence &/or reports or to carry out other assignments) (e.g., responds to correspondence; reviews & summarizes fiscal &/or operational &/or personnel reports; represents supervisor at meetings or conferences with other agencies; researches & prepares data for budget inclusion; assists in writing budget justification; monitors spending & maintains fiscal records; performs personnel functions such as screening job applicants in face to face interviews; communicates decisions, directives &/or assignments to appropriate staff; represents division or agency on inter-divisional task forces or committees; reviews & summarizes reports on operations &/or fiscal &/or personnel activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers &/or typing equipment).

Performs secretarial duties (e.g., makes travel arrangements; prepares confidential correspondence; schedules meetings; takes & transcribes dictation); handles sensitive telephone calls &/or refers calls to appropriate parties for response.

Performs clerical duties (e.g., opens, logs, distributes mail; answers phones; greets visitors; maintains inventory of supplies & orders as needed; maintains files & retrieves information); prepares routine forms; prepares records retention & disposal schedules & monitors record transfers.

MAJOR WORKER CHARACTERISTICS:

Knowledge of English grammar & composition; administrative practices & procedures; office policies & procedures; departmental/agency regulations, policies & procedures*; employee training & development*; interviewing*. Skill to operate dictation/transcription equipment; typewriter &/or word processing equipment. Ability to deal with problems involving several variables in somewhat unfamiliar context; apply principles to solve practical, everyday problems; write routine business letters, evaluations & records; gather, collate & classify information about data, people or things; move fingers easily to perform manual functions repeatedly; assess questions & provide appropriate information or referral.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

3 yrs. trg. or 3 yrs. exp. in secretarial science including operation of typewriter or word processing equipment; 6 mos. exp. as executive secretary. For positions requiring manual dictation, applicants must also have trg. or exp. in speedwriting or shorthand which results in speed of 100 words per minute.

-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.