

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

Administrative Assistant

SERIES NO.:

6312

MAJOR AGENCIES:

All Agencies

EFFECTIVE DATE:**SERIES PURPOSE:**

The purpose of the administrative assistant occupation is to assist in program direction by relieving superior of administrative duties & assisting in program direction.

At the first level, incumbents relieve superior of routine administrative duties. At the second level, incumbents relieve superior of non-routine administrative duties & formulates & implements program policy &/or supervises assigned staff. At the third level, incumbents relieve superior of variety of difficult administrative duties & formulates & implements program policy &/or supervises assigned staff. At the fourth level, incumbents relieve superior of most difficult administrative duties & formulates & implements program policy or does all of the proceeding & supervises assigned staff.

Note: In order to determine whether position is assigned duties of specified administrative nature, compare duties assigned to position in question with those assigned to immediate supervisory position, identify duties that have been delegated to subordinate & scope & impact of those duties on overall program activities of unit, section, division or bureau. The higher the class level, it is expected that there will be an increase in the knowledge of the technical policies & procedures of the operational unit to include training &/or academic background commensurate with the immediate supervisor's assigned program.

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

CLASS TITLE:

Administrative Assistant 1

CLASS NUMBER:

63121

EFFECTIVE DATE:

04/21/1991

CLASS CONCEPT:

The full performance level class works under general supervision & requires considerable knowledge of agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of routine administrative duties & make recommendations & assist in developing new procedures & programs.

CLASS TITLE:

Administrative Assistant 2

CLASS NUMBER:

63122

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The advanced level class works under general supervision & requires considerable knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of non-routine administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

CLASS TITLE:

Administrative Assistant 3

CLASS NUMBER:

63123

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The first administrative level class works under administrative direction & requires thorough knowledge of management principles/techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by relieving superior of variety of difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

CLASS TITLE:

Administrative Assistant 4

CLASS NUMBER:

63124

EFFECTIVE DATE:

12/07/1997

CLASS CONCEPT:

The second administrative level class works under administrative supervision & requires extensive knowledge of management principles/ techniques, supervisory principles/techniques & agency policies & procedures regarding program activities of unit, section, division or bureau in order to assist in program direction by acting for superior & by relieving superior of most difficult administrative duties & formulate & implement program policy, or to do all of preceding & supervise assigned staff.

CLASS TITLE: Administrative Assistant 1	CLASS NUMBER: 63121	BARGAINING UNIT: 14
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EFFECTIVE DATE:
04/21/1991

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.)

Assists administrator in program direction, researches & analyzes materials, information & programs, provides technical information & advice to administrators in decision making, makes recommendations & assists in developing new procedures & programs, serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence.

Manages business functions of administrator's office; prepares & monitors budgets; prepares payroll; processes bills for payment; purchases supplies & equipment; keeps fiscal & personnel records; interviews prospective employees.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; works on special assignments & projects as directed; prepares reports, publications, memos & presentations for dissemination outside work unit.

MAJOR WORKER CHARACTERISTICS:

Knowledge of agency policies & procedures regarding area assigned*; office practices & procedures*; government structure & process*; public relations; budgeting; supervisory principles/techniques*; office management. Ability to gather, collate & classify information according to established methods; cooperate with co-workers on group projects; prepare & deliver speeches; write directives, memos & other publications; define problems, collect data, establish facts & draw valid conclusions; interview job applicants to determine work best suited for them; handle sensitive contacts with public & other work units.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of associate core coursework in business administration, management science or public administration.

-Or 12 mos. trg. or 12 mos. exp. in areas cited previously.

-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.

CLASS TITLE: Administrative Assistant 2	CLASS NUMBER: 63122	BARGAINING UNIT: EX
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EFFECTIVE DATE:
12/07/1997

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.)

Acts for administrator (e.g., independently answers complex &/or confidential correspondence; conducts staff meetings to discuss rules & operating procedures relating to assigned area; monitors manpower needs & insures sufficient number of personnel to complete special assignments/ projects), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, formulates & implements program policy & assumes responsibility & authority in administrator's absence, or does all of preceding & supervises staff (i.e., assigned clerical, maintenance, security &/or lower-level administrative employees).

Researches & analyzes programs, procedures & policies; develops project proposals & program plans; provides technical advice to aid administrators in decision making.

Manages business functions of administrator's office; prepares & administers budgets; oversees maintenance of fiscal controls, authorizes expenditures & purchases; administers special programs & projects; coordinates specific auxiliary functions falling under authority of supervisor.

Performs public relations duties; researches & responds to inquiries & complaints; furnishes information & explains programs to public; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; business administration, management science or public administration; employee training & development*; interviewing*; public relations; budgeting. Ability to handle sensitive telephone & face-to-face inquiries & contacts with public & government; write letters, papers, reports & speeches & deliver speeches before general public; develop complex reports & position papers; define problems, collect data, establish facts & draw valid conclusions; calculate fractions, decimals & percentages; gather, collate & classify information according to established methods; establish friendly atmosphere as supervisor of work unit.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, management science or public administration; 12 mos. trg. or 12 mos. exp. in supervisory, administrative &/or managerial position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 12 mos. trg. or 12 mos. exp. in supervisory, administrative, managerial &/or staff position which involved limited research & public contact. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 36 mos. trg. or 36 mos. exp. in business administration, management science or public administration. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or 12 mos. as Administrative Assistant 1, 63121. If assigned to operate vehicles regulated by Section 4506.01 of Revised Code, applicants must also have valid commercial driver's license.

-Or equivalent of the 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.

CLASS TITLE: Administrative Assistant 3	CLASS NUMBER: 63123	BARGAINING UNIT: EX
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EFFECTIVE DATE:

12/07/1997

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.)

Acts for administrator (e.g., responds to programmatic issues/ needs of staff; leads/monitors task forces; plans, writes & implements departmental goals), serves as liaison between administrator & subordinates, transmits decisions & directives, represents administrator at meetings & conferences, assumes responsibility & authority in administrator's absence, interviews, hires, & counsels employees, manages office & auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; provides technical advice to aid administrators in decision making.

Develops & coordinates public relations programs; researches & responds to inquiries & complaints; furnishes information & explains programs to public, legislators & news media; writes position papers & reports; makes speeches & gives lectures; prepares news releases.

Manages business function of administrator's office; prepares & administers budgets; establishes & oversees maintenance of fiscal controls; authorizes expenditures & purchases; develops & implements recruitment & training programs; develops & administers special programs & projects; prepares important documents, correspondence, directives & publications.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; business administration, management science or public administration; public relations; employee training & development; interviewing; public accounting. Ability to gather, collate & classify information about data, people or things; define problems, collect data, establish facts & draw valid conclusions; deliver speeches before government officials & general public; write, letters, papers & reports; handle sensitive telephone & face-to-face inquiries & contacts with general public; interview job applicants to determine work best suited to them.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, management science or public administration; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position. -Or completion of undergraduate core program in academic field commensurate with program area to be assigned per approved Position Description on file; 2 yrs. trg. or 2 yrs. exp. in supervisory, administrative &/or managerial position or staff position involving planning, research &/or policy/procedure development. -Or 4 yrs. trg. or 4 yrs. exp. in business administration management science or public administration. -Or 1 yr. exp. as Administrative Assistant 2, 63122. -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.

CLASS TITLE: Administrative Assistant 4	CLASS NUMBER: 63124	BARGAINING UNIT: EX
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EFFECTIVE DATE:
12/07/1997

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.)

Acts for administrator (e.g., provides program direction for staff; administers statewide agency programs; insures compliance with state & federal program requirements; advocates for legislation to enhance services/ programs related to assigned speciality), provides regular direction to division heads & other staff members, conducts staff meetings to discuss & execute policies & procedures, reviews proposals of division heads & other staff members & makes recommendations to administrator, assumes full responsibility & authority in administrator's absence, plans, directs & appraises work of administrator's office staff, including clerical & lower-level administrative employees, manages office auxiliary functions (e.g., maintenance, security, public information, personnel) & formulates & implements program policy, or does all of preceding & supervises assigned staff (i.e., clerical &/or lower-level administrative personnel).

Analyzes & evaluates programs, procedures & policies; develops & revises programs; provides technical advice to aid administrator in decision making.

Prepares & directs preparation of correspondence, reports, policy statements, legislative drafts; provides information on programs & policies to private organizations, government officials & general public.

Coordinates & monitors personnel & fiscal services of administrative unit; oversees & assists with budget preparation & administration; orients & counsels new professional personnel; identifies staff training needs.

Represents administrator at meetings & conferences with state, federal & community agencies; speaks for administrator on policy matters.

MAJOR WORKER CHARACTERISTICS:

Knowledge of business administration, management science or public administration; supervisory principles/techniques; public relations; employee training & development; budgeting. Ability to define problems, collect data, establish facts & draw valid conclusions; develop complex reports & position papers; handle sensitive face-to-face contacts with public & government officials; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of undergraduate core program in business administration, management or public administration; 36 mos. trg. or 36 mos. exp. in supervisory, administrative &/or managerial position.

-Or completion of undergraduate core program for academic field of study commensurate with program area to be assigned per approved Position Description on File; 36 mos. trg. or 36 mos. exp. in supervisory, administrative, managerial &/or staff position involving planning, research &/or policy/procedure development.

-Or 5 yrs. trg. or 5 yrs. exp. in business administration, management or public administration.

-Or 1 yr. exp. as Administrative Assistant 3, 63123.

-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.