

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<b><u>CLASSIFICATION SERIES</u></b> Administrative Professional	<b><u>SERIES NUMBER</u></b> 1687AG
	<b><u>MAJOR AGENCIES</u></b> Attorney General Only	<b><u>EFFECTIVE</u></b> <b><u>NEW EFFECTIVE</u></b> 1/26/2014            5/17/2015

**SERIES PURPOSE**  
The purpose of the administrative professional 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.

At the second level, incumbents relieve superior of routine & administrative duties &/or provides secretarial assistance in technical environment.

At the third level incumbents perform non-routine administrative tasks & provide secretarial support for the assigned section or perform non-routine administrative tasks & act as lead worker over lower-level administrative &/or office support staff.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>NEW EFFECTIVE</u></b>
Administrative Professional 1	16871AG	27	1/26/2014	5/17/2015

**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.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>NEW EFFECTIVE</u></b>
Administrative Professional 2	16872AG	28	1/26/2014	5/17/2015

**CLASS CONCEPT**  
The full performance level class works under general supervision & requires considerable knowledge of policies & procedures regarding program activities of unit or section in order to relieve superior of routine administrative duties &/or to provides secretarial assistance in technical environment by performing routine administrative tasks & provide secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area).

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>	<b><u>NEW EFFECTIVE</u></b>
Administrative Professional 3	16873AG	30	1/26/2014	5/17/2015

**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 prepares correspondence &/or reports or carries out other assignments) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>NEW EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 1	16871AG	45	1/26/2014	5/17/2015	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.)

Provides secretarial assistance through routine administrative tasks (i.e., provides explanation, orally &/or in writing, of services or activities of assigned area) (e.g., drafts 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 agency purchasing agent; 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).

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, schedules meetings).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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 or business office applications; and typing skill of 50 words per minute.

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.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>NEW EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 2	16872AG	45	1/26/2014	5/17/2015	28

**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.)**

Relieves superior of routine administrative duties, makes recommendations regarding program activities, researches & analyzes materials, information & programs, provides technical information & advice to administrators to aid in decision making, assists in developing new procedures related to established program policy, serves as liaison between administrator & subordinates, transmits decisions & directives.

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

Processes bills for payment; purchases supplies & equipment; keeps fiscal & operational records.

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 English grammar & composition; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*; budgeting\*; government structure & process\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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; compose directives, memos & other publications; 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**

Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; and typing skill of 50 words per minute.

-Or 18 mos. exp. or 18 mos. trg. in secretarial/administrative professional field; and typing skill of 50 words per minute.

-Or 6 mos. exp. as Administrative Professional 1, 16871AG.

-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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>NEW EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 3	16873AG	45	1/26/2014	5/17/2015	30

**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 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; communicates decisions, directives &/or assignments to appropriate staff; reviews & summarizes reports on operations activities; organizes conferences; coordinates acquisition & maintenance of office machines such as telephones &/or copier &/or telecopier &/or computers) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

Manages business functions of the section; maintains fiscal and personnel records & prepares reports; purchases supplies & equipment & processes bills for payments; participates in budget preparation; interviews, trains & oversees workflow of clerical personnel.

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); 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; arithmetic that includes addition, subtraction, multiplication & division; records management; business communications; administrative practices & procedures\*; general office practices & procedures; agency-specific office practices & procedures\*; budgeting\*; government structure & process\*. Skill in keyboarding; business office software applications (e.g., Microsoft Office); operation of personal computer & office machines (e.g., transcribing equipment, calculators). 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**

Completion of associate core coursework in secretarial science or business office applications from accredited career school or community college; 12 mos. exp. in secretarial/administrative professional field; and typing skill of 60 words per minute.

-Or 30 mos. exp. or 30 mos. trg. in secretarial/administrative professional field; and typing skill of 60 words per minute.

-Or 12 mos. exp. as Administrative Professional 2, 16872AG; and typing skill of 60 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.