STATE OF OHIO (DAS)	CLASSIFICATION SERIES:	SERIES NO:	
CLASSIFICATION SPECIFICATION	Administrative Assistant	6312S	
	MAJOR AGENCIES:	EFFECTIVE DATE:	
	Secretary of State only		
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.  Incumbents relieve superior of routine administrative duties.			

**CLASS TITLE:** 

**CLASS NUMBER:** 

Administrative Assistant 1

63121S

### **EFFECTIVE DATE:**

9-22-91

<u>CLASS CONCEPT</u>:
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:	<b>CLASS NUMBER:</b>	<b>BARGAINING UNIT:</b>
Administrative Assistant 1	63121S	EX

# JOB DUTIES IN ORDER OF IMPORTANCE: (THESE DUTIES ARE ILLUSTRATIVE ONLY. INCUMBENTS MAY PERFORM SOME OR ALL OF THE 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.

<u>Major Worker Characteristics</u>: 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

<u>Minimum Class Qualifications For Employment</u>: 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 alternative, equivalent evidence of the Major Worker Characteristics noted above.

## <u>Training and Development Required To Remain In the Classification After Employment</u>: Not applicable.

<u>Unusual Working Conditions</u>: May require travel to community site under contract with Department of Mental Health.