

STATE OF OHIO (DAS) CLASSIFICATION SPECIFICATION	<u>CLASSIFICATION SERIES</u> Administrative Professional	<u>SERIES NUMBER</u> 1687
	<u>MAJOR AGENCIES</u> All Agencies	<u>EFFECTIVE</u> 11/06/2011

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 &/or serve as lead worker over office support staff.

At second level incumbents relieve superior of routine and administrative duties.

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

At the fourth level incumbents perform non-routine administrative tasks & provide secretarial support for the office, and also act as person-in-charge over lower-level secretarial &/or clerical employees in the office. NOTE: This classification is restricted to the agency executive staff defined as the top 3 layers (Director and Assistant Director are considered one layer) in the organizational structure of the agency board or commission, the Human Resources Director, Chief Legal Counsel or, the head of a regional, district or field office.

<u>JOB TITLE</u> Administrative Professional 1	<u>JOB CODE</u> 16871	<u>PAY GRADE</u> 27	<u>EFFECTIVE</u> 11/06/2011
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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 &/or to provide secretarial assistance in technical environment by performing routine administrative tasks &/or to act as lead worker over office support staff (e.g., office assistants, clerks, word processing specialists) & provide secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area but does not include formulating interpretation of policies & procedures as they would apply in given situation).

<u>JOB TITLE</u> Administrative Professional 2	<u>JOB CODE</u> 16872	<u>PAY GRADE</u> 28	<u>EFFECTIVE</u> 11/06/2011
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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 relieve superior of routine administrative duties, make recommendations regarding program activities & assist in developing new procedures related to established program policy.

<u>JOB TITLE</u> Administrative Professional 3	<u>JOB CODE</u> 16873	<u>PAY GRADE</u> 30	<u>EFFECTIVE</u> 11/06/2011
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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) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

<u>JOB TITLE</u> Administrative Professional 4	<u>JOB CODE</u> 16874	<u>PAY GRADE</u> 10	<u>EFFECTIVE</u> 11/06/2011
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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). NOTE: This classification is restricted to the agency executive staff defined as the top 3 layers (Director and Assistant Director are considered one layer) in the organizational structure of the agency board or commission, the Human Resources Director, Chief Legal Counsel or, the head of a regional, district or field office and position(s) mutually agreed to through workforce planning.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 1	16871	09	11/06/2011	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.)

A - Provides secretarial assistance through routine administrative tasks (i.e., independently provides explanation, orally &/or in writing, of services or activities of assigned area, but does not include formulating interpretation of policies & procedures as they would apply in given situation) (e.g., drafts & may sign 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 either agency purchasing agent or direct contact with established vendors for low cost items that are used repetitively; 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).

&/OR

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

& IN ADDITION TO A OR B OR IN LIEU OF A OR B,

C - Serves as lead worker over office support staff (e.g., office assistants, clerks, word processing specialists) by coordinating work flow & participating in training & evaluation on daily basis or on shift or at office where no higher level supervisor/manager is located.

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; prepares time reports for payroll; 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.

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

May require travel to community site under contract with Department of Mental Health.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Administrative Professional 2	16872	09	11/06/2011	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 & represents administrator at meetings & conferences.

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 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.

-Or 18 mos. exp. or 18 mos. trg. in secretarial/administrative professional field.

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

-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>PAY GRADE</u>
Administrative Professional 3	16873	09	11/06/2011	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 &/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) & if assigned, acts as lead worker over lower-level administrative &/or office support staff.

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; 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.

-Or 30 mos. exp. or 30 mos. trg. in secretarial/administrative professional field.

-Or 12 mos. exp. as Administrative Professional 2, 16872.

-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>PAY GRADE</u>
Administrative Professional 4	16874	EX	11/06/2011	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; 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.

-Or 30 mos. exp. or 30 mos. trg. in secretarial/administrative professional field.

-Or 12 mos. exp. as Administrative Professional 2,16872.

-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.