NEW AUG 0 4 1997

OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE:	CODE:
Office Manager 2	16822C
MAJOR AGENCIES:	**JURISDICTION:**
County Offices, Universities	Cnty., Univ.

FUNCTION: Under general supervision from administrative supervisor, supervises fifteen or more office personnel performing clerical functions or direct supervision of two or more units with subordinate supervisory positions filled by clerical supervisors &/or office manager 1's & develops &/or assists in development of office policy & develops & implements clerical procedures;

-PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	49-59	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., fifteen or more clerical employees; or two or more clerical supervisors &/or office manager 1's with each responsible for one unit); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) supervision, (2) employee training & development, (3) office practices & procedures, (4) interviewing*; ability to (5) define problems, collect data, establish facts & draw valid conclusions, (6) interview job applicants effectively, (7) calculate fractions, decimals & percentages, (8) gather, collate & classify information about data, people or things, (9) establish friendly atmosphere as supervisor of work unit.
2	22-32	Manages & supervises clerical functions of assigned unit or office, develops &/or assists in development of office policy & develops & implements clerical procedures.	Knowledge of 1, 3; ability to 5, 8, 9.
3	3-13	Independently performs clerical functions (e.g., gathers data, prepares reports, searches files, provides clerical services to administrator).	Knowledge of 3; ability to 5, 8.
4	1-11	Acts as liaison between offices &/or provides information regarding office functions to representatives from other offices or general public.	Ability to 5, 8.

(117)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 9 months clerical experience & 8 months training &/or experience in supervision; or equivalent.

FORM ADM-4134

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