

BGSU Classification Specification Developed for Equal Opportunity	Class Title: Administrative Secretary 1	BGSU Pay Grade: 8
	Major Agencies: County Offices, Universities	Code: 16831
		Jurisdiction: Cnty., Univ.

Function:

Under general supervision from legal section, division, or bureau chief or agency appointing authority, relieves supervisor of routine administrative tasks (i.e., responsibility for opening, sorting, & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as routine administrative tasks), assumes responsibility for administrative functions in supervisor's absence, prepares typed copy from rough written copy, oral instructions &/or dictation (i.e., dictating machine, shorthand, or speedwriting) & proofs copy and makes corrections; may take manual dictation.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	55-65	Relieves supervisor of routine administrative tasks (e.g., prepares confidential reports &/or correspondence; reviews proposed legislation & reports, analyzes information & prepares summaries; prepares responses to inquiries &/or complaints from legislators; uses supervisor's signature authority; prepares budget narrative; coordinates work schedules; represents supervisor at meetings or conferences with other agencies &/or general public; aids in implementation & formation of programs &/or special projects; provides information & prepares reports to aid in decision making) (i.e., responsibly for opening, sorting, and distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as routine administrative tasks), assumes responsibility for administrative functions in supervisors absence.	Knowledge of (1) office practices & procedures, (2) agency policies & procedures*, ability to (3) define problems , collect data, establish facts & draw valid conclusions, (4) calculate fractions, decimals, & percentages, (5) use proper research methods in gathering data, (6) gather, collate, & classify information about people, data, or things, (7) handle sensitive inquiries from & contacts with officials & general public. Knowledge of 1; skill in (8) typing; ability to (9) deal with problems involving several variables in familiar context, (10) transcribe dictation, (11) check pairs of items that are similar or dissimilar.
Unusual Working Conditions:		Minimum Class Requirements: Ability to calculate fractions, decimals, & percentages & to read & write common vocabulary plus: 8 mos. exp. as Secretary 1, or 4 mos. exp. as Secretary 2 (or 8 mos. exp. performing like duties in private industry or other governmental office), or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science plus 4 mos. exp; or equivalent. For positions requiring manual dictation, applicants must also have 72 weeks training at high school level or 4 courses at college level in shorthand &/or speedwriting (or 2 yrs. Exp.); or equivalent.	

Rank	% Of Time	Essential Functions	Major Work Characteristics
2	18-28	Prepares typed copy (e.g., correspondence, reports, minutes of meetings, tables, graphs &/or charts) from rough written copy, oral instructions &/or dictation (i.e., dictating machine, short hand or speedwriting), proofs copy & makes corrections.	Knowledge of 1; skill in 8; ability to 6, 9, (12) add, subtract, multiply, & divide whole numbers, (13) make appointments, (14) cooperate with co-workers on group projects.
3	4-10	Keeps time &/or attendance records; maintains appointment schedule; prepares travel vouchers; makes travel arrangements; processes bills for payment; maintains inventory records; organizes meetings.	Knowledge of 1; ability to 6,9,12, 14, (15) screen mail.
4	5-15	Performs clerical tasks (e.g., maintains inventory of general office supplies & orders as needed; maintains correspondence logs; screens & directs calls; maintains files & retrieves information; acts as receptionist; opens, sorts & distributes mail).	*Developed after employment

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