

BGSU Classification Specification Developed for Equal Opportunity	Class Title: Secretary 1	BGSU Pay Grade: 6
	Major Agencies: County Offices, Universities	Code: 12551
		Jurisdiction: Cnty., Univ.

Function:

Under general supervision from administrative supervisor, relieves supervisor from routine administrative tasks (i.e., responsibility for opening, sorting, & distributing mail, greeting visitors, keeping time & or attendance records, ordering general office supplies from agency storeroom does not qualify as routine administrative tasks) & prepares typed copy from rough written copy, oral instructions &/or dictation; may operate word processor to produce typewritten materials described in rank number two; may take manual dictation.

Rank	% Of Time	Essential Functions	Major Work Characteristics
1	27-47	Relieves supervisor of routine administrative tasks (e.g., composes answers to correspondence which involves forwarding of requested materials such as pamphlets &/or providing explanation of services or activities of assigned area, but does not include interpretation of policies & procedures as they would apply to given situation; gathers statistics; performs research & writes reports; signs correspondence; sets up office procedures; coordinates daily work flow; maintains budgetary cuts for assigned area; screens problems & obtains files & records to resolve same; updates manuals & notebooks; purchases equipment or supplies through either agency purchasing agent or direct contact with established vendors for low cost items) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as routine administrative tasks).	Knowledge of (1) office practices & procedures; ability to (2) apply principles to solve practical, everyday problems, (3) calculate fractions, decimals & percentages, (4) prepare meaningful, concise & accurate reports, (5) gather, collate & classify information about data, people or things, (6) cooperate with co-workers on group projects.
2	26-36	Prepares typed copy (e.g., correspondence, reports minutes of meetings, tables, graphs, charts &/or contracts) from rough written copy, oral instructions &/or dictation (i.e., dictating machine, shorthand or speedwriting), proofs copy & makes corrections.	Knowledge of 1; skill in (7) typing; ability to (8) deal with problems, involving several variables in familiar context, (9) transcribe dictation, (10) 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: 1000 hrs. training in typing (or 22 mos. exp.) 600 hours training in office practices & procedures (or 6 mos. exp.); or equivalent. 6 mos. exp. as Typist 2 or 4 mos. exp. as Technical Typist or Stenographer 2 or completion of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science may be substituted for preceding requirement.	
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Rank	% Of Time	Essential Functions	Major Work Characteristics
3	13-33	Performs clerical tasks (e.g., takes messages, screens & directs calls; opens, screen & distributes mail; maintains card files & retrieves information; copies, collates & distributes written material; maintains inventory of general office supplies & orders as needed from agency storeroom; acts as receptionist; receives & logs in materials and information).	Knowledge of 1; ability to 8, (11) add, subtract, multiply & divide whole numbers, (12) screen mail, (13) sort items into categories according to established methods, (14) answer routine telephone inquiries form the public.
4	3-13	Keeps time &/or attendance records; prepares travel expense reports; sets up meetings & agendas; notifies involved parties of meetings &/or appointments; maintains appointment book; makes travel arrangements &/or reservations; maintains staff itinerary.	Knowledge of 1; skill in 7; ability to 5, 6,8, 11, (15) make appointments.
4	0-4	Trains office personnel in office procedures.	Knowledge of 1, (16) employee training & development*; ability to 2, 6.

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