

Classification Specification Developed for Equal Opportunity	Class Title: Secretary 2	BGSU Pay Grade: 7
	Major Agencies: County Offices, Universities	Code: 12552
		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 (does not qualify as non-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	37-57	Relieves supervisor of non-routine administrative tasks (e.g., independently composes answers to correspondence which involves providing non-legal interpretation of policies & procedures as it would apply to given situation; purchase high cost items such as mechanical equipment, drugs, or prepares personal service contracts through either agency purchasing agent or direct contact with established vendors; acts as liaison for supervisor; responds to complaints; reviews paperwork submitted by others for correctness; maintains office in supervisors absence; develops new office procedures; assists in budget preparation) (i.e., responsibility for opening, sorting & distributing mail, greeting visitors, keeping time &/or attendance records does not qualify as non-routine administrative tasks).	Knowledge of (1) office practices & procedures; (2) agency policies & procedures*; ability to (3) apply principles to solve practical everyday problems, (4) calculate fractions, decimals & percentages, (5) proofread materials, recognize errors & make corrections, (6) gather, collate & classify information about data, people or things, (7) cooperate with co-workers on group projects.
2	21-31	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 (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:	<p>Minimum Class Requirements: Ability to calculate fractions, decimals, & percentages & to read & write common vocabulary plus: 10 mos. exp. as Typist 2, or 8 mos. exp. as Technical Typist or Stenographer 2 or 4 mos. exp. as Secretary 1 (or 12 months. Exp. performing like duties in private industry or other governmental offices) or completing of coursework to qualify for diploma in secretarial technology or associate degree in secretarial science. For those positions requiring manual dictation, applicant must also have 72 weeks training at high school or 4 courses at college level in shorthand &/or speed writing (or 2 yrs. Exp); or equivalent.</p>	
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Rank	% Of Time	Essential Functions	Major Work Characteristics
3	13-23	Performs clerical tasks (e.g. screens & directs calls; opens, screens & distributes mail; maintains card files & retrieves information; copies, collates & distributes written material; maintains inventory of general office supplies & orders as needed; acts as receptionist).	Knowledge of 1; ability to 9, (12) add, subtract, multiply & divide whole numbers, (13) screen mail, (14) sort items into categories according to established methods, (15) answer routine telephone inquiries form the public.
4	3-13	Keeps time &/or attendance records; prepares travel expense reports; sets up seminars, meetings &/or conferences & prepares agendas; maintains appointment book; makes travel arrangements &/or reservations; notifies involved parties of meetings.	Knowledge of 1; skill in 8; ability to 6, 7, 9, 12, (16) make appointments.
4	0-4	Trains office personnel in office procedures.	Knowledge of 1, (17) employee training & development*; ability to 3, 7.
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