

Human Resources Section
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Administrative Assistant (190)
Special Education Division/SoonerStart, Hodge Building, Oklahoma City
(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

An employee in this position shall serve as a clerical assistant to an official and perform responsible support duties requiring independent judgment.

MINIMUM QUALIFICATIONS

- Three years of clerical work. Proof of high school graduation or GED diploma required.
NOTE: One year of college, business school or business/office-related vocational education may be substituted for one year of the required experience with a maximum substitution of two years [*official transcript(s) required*].

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of spelling, punctuation, arithmetic and business English; of standard office record keeping.
- Skill in typing accurately; in following instructions; in dealing effectively with matters not requiring higher level attention in accordance with agency policy.
- Knowledge of the procedures and techniques of email and web-based communications.
- Proficient computer skills including knowledge of database, spreadsheet and general computer operations.
- Ability to compose and prepare correspondence.
- Ability to exercise good judgment in analyzing situations, making decisions, and solving problems; to handle confidential work with tact and discretion; to demonstrate tact, courtesy and initiative.
- Ability to communicate effectively; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Read, sort, and distribute incoming mail directed to the division, section, department, or unit; route requests for information or other routine materials to the proper unit for disposition.
- Answer the telephone or act as office receptionist; route calls and visitors; give the public information regarding department services, policies or regulations.
- Arrange appointments and conferences; dispose of office details not requiring official action or decision; make travel arrangements and complete expense records for unit employees as assigned.
- Initiate follow-up letters or memoranda of an administrative nature and compose replies to letters of a confidential nature, when so directed; compose routine correspondence for the signature of the division, section, department, or unit head, and prepare reports covering the activities of the division, section, department, or unit.
- Supervise the maintenance of correspondence files, reports, and instructions for the division, section, department, or unit.
- Independently gather, assemble, and summarize information and data for administrative consideration.

COMPENSATION

Minimum Annual Salary - \$20,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691
Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; \$25 tax-deferred compensation match available.

Code: 4952

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