Human Resources Section
2500 North Lincoln Boulevard, Rm. 111
Oklahoma City, OK 73105-4599
Phone 405.521.3977 ~ Fax 405.522.1671
jobs@sde.ok.gov
http://ok.gov/sde/jobs

Administrative Assistant III (267)

Special Education Section, Oliver Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under direction, and accordance with state and federal laws, rules and regulations of the State Board of Education, perform responsible administrative support duties involved in serving as an assistant to the Director; perform work of clerical and/or accounting nature and supervising minor administrative matters. Perform related duties as required.

MINIMUM QUALIFICATIONS

- Five years of clerical experience.
- Proof of high school graduation or GED required.

  NOTE: One year of college, business school or business/office-related vocational education may be substituted for each year of the required experience ***[official transcript(s) required]*** with a maximum substitution of two years.

KNOWLEDGE/SKILLS/ABILITIES

- Knowledge of the procedures and techniques of business communications, of modern office management principles, methods and procedures; of administrative survey techniques and skills in their application; of statistical and research methods.
- Knowledge of spelling, punctuation, business math and business English; of standard office record keeping.
- Skill in typing accurately.
- Ability to exercise good judgment in analyzing situations and making decisions; to organize and present facts and opinions clearly and concisely; to follow instructions; to deal effectively with matters not requiring higher level attention in accordance with agency policy; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

EXAMPLES OF WORK PERFORMED

- Independently research, locate, assemble, collate, edit and summarize materials, information, and data for administrative consideration.
- Analyze and prepare detailed reports on any phase of department activity including recommendations for revising procedures to improve department operations.
- Responsible for the organization and maintenance of all files and records of a confidential, complex or otherwise sensitive nature.
- Maintain fiscal records for departmental requisitions.
- Prepare large mail-outs. Proof documents, letters, and correspondence.
- Perform related work as required and assigned.

COMPENSATION

Annual Salary - $24,000 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: 4496 Posted: May 20, 2013

It is the policy of the Oklahoma State Department of Education (OSDE) not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. Civil rights compliance inquiries related to the OSDE may be directed to the Affirmative Action Officer, Room 111, 2500 North Lincoln Boulevard, Oklahoma City, Oklahoma 73105-4599, telephone number (405) 522-3319; or, the United States Department of Education's Assistant Secretary for Civil Rights. Inquiries or concerns regarding compliance with Title IX by local school districts should be presented to the local school district Title IX coordinator.

This publication, printed by the State Department of Education Printing Services, is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. Fifty copies have been prepared at a cost of two cents per copy. Copies have been deposited with the Publications Clearinghouse of the Oklahoma Department of Libraries. May 2013