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Division Support Coordinator (586)
Office of School Turnaround, Hodge Building, Oklahoma City

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

GENERAL DESCRIPTION

Under general direction perform administrative and confidential secretarial work for the head of a division; coordinate activities of division support personnel. Perform related duties as required.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with a bachelor's degree *[official transcript(s) required]* and two years of experience in the independent performance of secretarial duties. Supervisory experience preferred.

NOTE: One year of qualifying experience may be substituted for each year of the required education; high school diploma or GED required.

KNOWLEDGE/SKILLS/ABILITIES

- Considerable knowledge of the procedures and techniques of business communications; of business English and of modern office management principles, methods and procedures; of administrative survey techniques and skill in their applications; some knowledge of statistical and research methods, and budgeting procedures.
- Ability to exercise good judgment in analyzing situations and making decisions; to handle confidential work with tact and discretion; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public; to demonstrate tact, courtesy and initiative.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Proficient computer skills including knowledge of database, spreadsheet and general computer operations.

EXAMPLES OF WORK PERFORMED

- Perform administrative secretarial duties for the division head; act and speak in his/her absence on matters of ready interpretation on standard departmental policies and matters not requiring an executive decision.
- Maintain extensive personal calendar, scheduling and coordinating speaking engagements, conferences and meetings. Make travel arrangements and prepare travel claims. Maintain archive records for division.
- Receive visitors and dispose of inquiries personally or by referral to the appropriate section. Coordinate and supervise support staff scheduling for special projects within the division and for the State Superintendent.
- Independently research, locate, assemble, collate, edit and summarize materials, information, and data for administrative, board, or commission consideration or action; may take and transcribe dictation of confidential or difficult technical or legal material requiring a high degree of accuracy; record and transcribe proceedings of meetings and conferences.
- Compose correspondence requiring a thorough knowledge of agency procedures and policies. Prepare memoranda and directives informing staff of administrative decisions and matters of department policy. Analyze and prepare detailed reports on any phase of department activity.
- Edit printing requests originating in various sections within the agency.
- Organize and maintain files and records of a confidential, complex or otherwise sensitive nature.
- Communicate in a courteous and positive manner to effectively represent the professional goals of the State Department of Education.
- Perform related work as required and assigned.

COMPENSATION

Annual Salary - \$30,000 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - \$7,691

Additional benefits include 11 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: 5992

Posted: July 18, 2013

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