

Human Resource Development
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Oklahoma City, OK 73105-4599
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Sandy Garrett, State Superintendent



Announcement of Unclassified Vacancy

OKLAHOMA STATE DEPARTMENT OF EDUCATION

Administrative Assistant II (300)

The Wave, Oklahoma Student Information System, Hodge Building, Oklahoma City

(Applications will be accepted until the position has been filled)

GENERAL DESCRIPTION

Under direction, perform responsible administrative support duties involved in serving as an assistant to a member of the administrative staff, supervising all clerical details and minor administrative matters; perform related duties as required.

MINIMUM QUALIFICATIONS

Four 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 one 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

- Perform administrative duties for an administrative staff member; act or 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 for supervisor, scheduling and coordinating numerous speaking engagements, public appearances, conferences and meetings. Make travel arrangements and prepare travel claims. Receive callers and dispose of inquiries personally or by referral to appropriate section.
- 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; answer correspondence not requiring administrative action.
- 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.
- Perform related work as required and assigned.

Compensation

Minimum Annual Salary	\$22,000	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.
Retirement Contribution	7% of annual salary	
Insurance (health, life, dental, disability) (PLUS A PORTION OF DEPENDENT COVERAGE)	\$6,307	

Oklahoma Code: 4496

Posted: 03/16/2007

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