

Human Resource Development
2500 N. Lincoln Blvd., Room 111
Oklahoma City, OK 73105-4599
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Job Information Line (405) 521-3973
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Sandy Garrett, State Superintendent



Announcement of Unclassified Vacancy
OKLAHOMA STATE DEPARTMENT OF EDUCATION
Administrative Assistant II (242)

Child Nutrition Programs, Oliver Hodge Building, Oklahoma City
(Applications will be accepted until position has been filled)

GENERAL DESCRIPTION:

Under general direction perform administrative and confidential secretarial work. Perform related duties as required.

MINIMUM QUALIFICATIONS:

- Four years of clerical work. 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 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.
- Ability to exercise good judgment in analyzing situations and making decisions; to organize and present facts and opinions clearly and concisely; to establish effective working relations with other employees and the public; to exercise tact, courtesy and initiative.
- 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.
- 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:

- Process routine claims.
- Assist with the application approval process.
- Assist in answering the telephone when the receptionist is unavailable.
- Respond to inquiries regarding status of claims, policy provisions, and agency policies and procedures.
- Prepare reports, letters, any other correspondence assigned.
- Assist in all areas of Child Nutrition as needed.
- Assist with mail-outs as requested.
- Prepare travel claims, itineraries, etc., of professional staff when necessary.
- Maintain records necessary for CNP audits and management evaluations.
- Relieve front desk receptionist in Administrative Office on breaks and lunch one day per week. Serve as receptionist for the entire day when the regular receptionist is not on duty.
- Perform related work as required and assigned.

Compensation

Annual Salary Range	\$25,000	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: 4500

Posted: 5/2/07

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