

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**

**Internet Communications Assistant**

Internet Communications, Oliver Hodge Building, Oklahoma City  
(Applications will be accepted until position has been filled)

**GENERAL DESCRIPTION**

Under general direction, perform responsible duties involving the development, maintenance and ongoing evaluation and upgrade of Web site at <www.sde.state.ok.us>; perform related work as required.

**MINIMUM QUALIFICATIONS**

- Experience or training in Web site development and clerical experience.
- Proof of high school graduation or GED; *[official transcript(s) required]*.

**KNOWLEDGE/SKILLS/ABILITIES**

- Knowledge and experience in Web page and site design; of optimal use of graphics, animation, audio/visual elements and multimedia production and services terminology and techniques; and of multiple types of Web-based software and their capabilities.
- Knowledge and experience with PC systems preferred.
- 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 work at fast pace on multiple priorities while paying due attention to detail.
- 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; to adapt to an automated work environment.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.

**EXAMPLES OF WORK PERFORMED**

- Under direction of State Superintendent, Chief of Staff and Internet Communications Director to create and develop Web pages and organize and maintain Web site, and work with Director to correct and update information on the Web site.
- 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.
- Receive callers and dispose of inquiries personally or by referral to appropriate section.
- Responsible for the organization and maintenance of all files and records of a confidential, complex or sensitive nature.
- Perform related work as required and assigned.

**Compensation**

Annual Salary	\$27,223
Retirement Contribution	7% of annual salary
Insurance (health, life, dental, disability) (PLUS A PORTION OF DEPENDENT COVERAGE)	\$6,307

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.

Oklahoma Code: 4959

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