To apply, follow the application procedures at the Human Capital Management's website: https://www.jobapscloud.com/OK/?Keyword=&Loc=&DeptNumber=185000&OccList prior to the closing date and time specified below. If you need assistance, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2020-59/MA OCC PIN NUMBER(S): 18500884 NO OF VACANCIES: 1

JOB TITLE: ADMINISTRATIVE ASSISTANT CODE: E17A PAY BAND: H ANNUAL SALARY: $ 40,000.00

POSTING DATE & TIME: March 10, 2020  8:00 a.m. *

CLOSING DATE & TIME: March 15, 2020  11:59 p.m. *

FLSA LISTING: __ EXEMPT  X NON-EXEMPT EEOC: Administrative Support

IMMEDIATE SUPERVISOR: Jim Nelson, Human Resources Manager

LOCATION OF WORK: Administration/Human Resources
Jim Thorpe Building/OKC

MINIMUM QUALIFICATIONS:
Requirements at this level consist four (4) years of technical clerical office work; OR equivalent combination of education and experience.

TYPICAL FUNCTIONS:

• Coordinates activities with internal customers/establishes educational or training programs
• Initiates correspondence requiring knowledge of agency or program procedures and policies.
• Develops and maintains confidential or complex files.
• Interprets and advises internal and external customers on rules, regulations and laws.
• Represents agency, supervising official or program area at meetings, conferences or civic organizations.
• Interviews callers, schedules appointments, and handles office details.
• Enters and retrieves information using personal computer or other data processing equipment and receives and reviews coded and uncoded source documents; reviews data and makes routine corrections.

APPLICANT SOURCE: ALL SOURCES