OKLAHOMA CORPORATION COMMISSION  
HUMAN RESOURCES DEPARTMENT  
CLASSIFIED  POSITION VACANCY ANNOUNCEMENT

To apply, follow the application procedures at the Human Capital Management’s website: http://jobaps.com/ok, OR if you are a current State employee or have reinstatement rights, apply at http://www.jobaps.com/OK/promo.asp prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2020-68/DD  NO. OF VACANCIES: 1  OCC PIN: 18500485

POSITION TITLE, CODE: Administrative Assistant, E17B  PAY BAND: I  SALARY RANGE: $42,750

POSTING DATE & TIME: April 24, 2020  8:00 a.m.

CLOSING DATE & TIME: May 8, 2020  11:59 p.m.

FLSA LISTING: X EXEMPT  NON-EXEMPT  EEOC: Professional

IMMEDIATE SUPERVISOR: Maya Johnson, APO  LOCATION OF WORK: Enforcement-OKC

MINIMUM QUALIFICATIONS:
Requirements at this level consist five (5) years of technical clerical office work; OR equivalent combination of education and experience.

TYPICAL FUNCTIONS:
- Trains other staff. Assigns projects as needed; develops and places in operation special procedures
- 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.
- Coordinates activities with internal and external customers. Represents agency, supervising official or program area at meetings, conferences or civic organizations.
- Prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties.
- 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

AN EQUAL OPPORTUNITY EMPLOYER