

OKLAHOMA CORPORATION COMMISSION
HUMAN RESOURCES DEPARTMENT
CLASSIFIED POSITION VACANCY ANNOUNCEMENT

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

ANNOUNCEMENT NUMBER: **2018-95/LM** OCC PIN NUMBER(S): **18500162** NO OF VACANCIES: **1**

JOB TITLE: **Docket Clerk** CODE: **E15A** PAY BAND: **F** ANNUAL SALARY: **\$30,000.00**

POSTING DATE & TIME: **March 7, 2018 8:00 a.m.**

CLOSING DATE & TIME: **March 14, 2018 4:30 p.m.**

FLSA LISTING: EXEMPT NON-EXEMPT EEOC: **Administrative Support**

IMMEDIATE SUPERVISOR: **Curtis Johnson, Deputy Administrative Law Judge**

LOCATION OF WORK: **Court Clerk's Office, 440 S Houston St, Tulsa OK**

MINIMUM QUALIFICATIONS:

Requirements at this level consist of four years of technical clerical work or an equivalent combination of education and experience.

TYPICAL FUNCTIONS:

- Reviews and processes applications for various types of administrative, legal or similar hearings; rejects improperly completed applications; explains rules, regulations and policies; sets motions for hearings.
- Prepares dockets for various hearings; types legal notices, dismissal orders, affidavits, court dockets continuances, letters and similar documents and correspondence; edits and revises dockets as needed.
- Researches, prepares and assembles case files; distributes legal documents to attorneys, hearing officers and other personnel.
- Assists the public and agency personnel in processing documents, retrieving original files and obtaining copies; maintains files and records, including entry of data into computer records.
- Operates office equipment and machines; opens and processes incoming mail; answers telephones.

APPLICANT SOURCE: ALL SOURCES