

**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://jobaps.com/ok> > Internal jobs prior to the closing date and time specified below. If you need assistance for an interview, please call 405.521.3596.

ANNOUNCEMENT NUMBER: 2019-50/pw NO.OF VACANCIES: 1 OCC PIN: 18500297

POSITION TITLE, CODE: Administrative Assistant, E17B PAY BAND: I SALARY RANGE: \$38,500

POSTING DATE & TIME: October 8, 2018 8:00 a.m.

CLOSING DATE & TIME: October 22, 2018 4:30 p.m.

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

IMMEDIATE SUPERVISOR: Scott Baze LOCATION OF WORK: Love County Port of Entry

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