

# OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

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The Oklahoma State Department of Agriculture is accepting applications for the following position in the Forestry Services Division:

## ADMINISTRATIVE ASSISTANT I, E17A

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000004

ANNOUNCEMENT NUMBER: 16-25

**Level:** I  
**Salary Band:** H  
**Monthly Salary:** \$2,452.51  
**Work Location:** 2800 N. Lincoln Boulevard, Oklahoma City, OK  
**Supervisor of Position:** Headquarters Administrative Assistant II  
**Posting Date and Time:** Thursday, July 21, 2016 at 8:00 a.m.  
**Application Deadline:** Tuesday, August 9, 2016 at 5:00 p.m.  
**Working Conditions:** Use of telephone, copy machine, calculator, personal computer, typewriter and other office machines may be required. Must possess a valid Oklahoma driver's license. May be required to operate a State vehicle (pick-up or passenger car). May attend occasional in-state meetings & trainings or conferences that require an overnight stay.

### Position profile attached\*

**Application Source:** Applicants responding to this announcement must have permanent status in the classified service with the Department of Agriculture, Food, and Forestry or any Oklahoma State Agency, or be eligible for reinstatement to the classified service. Department may consider any and all recruitment sources under the Oklahoma Personnel Act. Additionally, ODAFF may request a Certificate of Eligibles from the office of Human Capital Management.

**Method of Application:** Current State of Oklahoma employees in the classified service or those having reinstatement rights to the classified service must submit the following application materials:

- A cover letter stating the title and announcement number of the position for which you are applying (including a mailing address, an e-mail address and a daytime telephone number where you may be reached)
- A completed Office of Personnel Management Personal Data Summary Sheet (HCM-4B)
- A copy of their most recent Performance Management Process (PMP) including latest leave balances
- A résumé (including three professional references)

**This information should be submitted to:** Human Resources Application Services, Oklahoma Department of Agriculture, Food, and Forestry, P. O. Box 528804, Oklahoma City, OK 73152 or personally delivered to the agency located at 2800 N. Lincoln Boulevard, Oklahoma City, OK prior to deadline stated above. Faxed or e-mailed application materials will not be accepted.

Applicants who have no previous classified State service, applicants in unclassified status or applicants currently in probationary status must apply online through the Human Capital Management Division link at [jobs.ok.gov](http://jobs.ok.gov)

**For Further Information Concerning This Position Please Contact:** Darlene Bolser at (405) 522-6151.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees from other State agencies. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The official job family descriptor (JFD) for this position is available at [www.opm.ok.gov](http://www.opm.ok.gov)

# POSITION PROFILE

## ADMINISTRATIVE ASSISTANT I (E17A)

The Administrative Assistant for Oklahoma Forestry Services' Headquarters in Oklahoma City is a full-time position responsible for personnel transactions and payroll, recordkeeping, assist with purchasing and budget tracking, and similar functions associated with Division operations.

Salary: Band H

Position is supervised by Division Headquarters Administrative Assistant II.

Contact Person: Darlene Bolser, (405)522-6151

Posting: 14 days, all State Agencies

### **TYPICAL DUTIES AND RESPONSIBILITIES**

The Administrative Assistant is expected to

- Answer the phone and directs callers to appropriate person. They may arrange appointments.
- Receive and deliver mail for Headquarters.
- Provide clerical support for HQ Staff.
- Review, code and forward Headquarters p-card transactions.
- Maintain common file development and maintenance (including retention schedule.) Such as grant files, pass thru grants, property management, deeds and agreements, contracts, and MOUs.
- Become OFS Timekeeper. This includes making sure time is entered on schedule, both bi-weekly and monthly payroll. Timekeeper keeps track of leave balances and assures accuracy, and flags workman's comp. Also keeps track of Peoplesoft errors and works to resolve problems.
- Keep OFS Organizational Charts current.
- Document, forward and file Personnel Actions. This includes PARs, new hire paperwork, organizational charts, personnel files, and PMP's.
- Support field personnel with "In-State Travel" by booking and paying with p-card, hotel rooms.
- Collect, document, file and forward information for Equipment (vehicle) use logs, including usage, inventory, replacement schedules, com-data cards and pike passes.
- Job Announcements: post and forward to other areas to post, verify job announcement is posted on OPM website. Notify supervisors when announcement closes or is filled.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Computer Skills:** Proficiency with basic office software (Word and Excel) plus knowledge of database management software (e.g., Access, QuickBooks) and PowerPoint is required. Applicant should have skill in working with web-based software applications, developing and utilizing Excel databases, handling e-mail and preparing Word documents, among other applications. Employee will be required to successfully complete training in CORE, the State's financial management system.

**Communications Skills:** Strong verbal and written communication skills, with excellent spelling, punctuation and business English skills are necessary. The employee must understand the principles of customer service, and have the ability to interact comfortably with the public, either in person, on the telephone or through other means.

**Fiscal and Administrative:** Knowledge of basic finance and accounting, and office management principles is desirable.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Routine work is generally conducted in an office environment, typically sitting at a desk, but intermittently sitting, standing, stooping, bending or walking. Employee must be capable of lifting and moving light objects (less than 25 pounds), such as boxes of office supplies, files, books, light office furniture or equipment. Occasional lifting and moving of heavy objects (25 pounds or more) may be necessary, with the use of applicable equipment, such as a dolly, etc., including heavy boxes of brochures, books or office supplies.

### **EQUIPMENT OPERATION, TRAVEL OR SPECIAL REQUIREMENTS**

Work may include the use of the following equipment items: telephone, copy machine, calculator, personal computer, typewriter and other office machines, and occasionally operating a state vehicle (pickup, passenger van). A valid Oklahoma driver's license is a necessary job requirement. The employee may occasionally attend in-state agency meetings and training or attend conferences that involve an overnight stay.