

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, E17A

NUMBER OF VACANCIES: One (1)

POSITION NUMBER: 04000036

ANNOUNCEMENT NUMBER: 16-39

**Level:** I  
**Salary Band:** H  
**Monthly Salary:** \$2,381.12  
**Work Location:** Tahlequah, Oklahoma – Northeast Area Forestry Office  
**Supervisor of Position:** Gary Williams, Area Forester  
**Posting Date and Time:** Monday, October 31, 2016 at 8:00 a.m.  
**Application Deadline:** Friday, November 18, 2016 at 5:00 p.m.  
**Position profile attached\***

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**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:** Gary Williams at (918) 456-6139.

**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)

\*\*\*\*\* **An Equal Opportunity Employer and Provider** \*\*\*\*\*

# POSITION PROFILE

## Administrative Assistant I

### Oklahoma Forestry Services - Tahlequah, Oklahoma

The Administrative Assistant for Oklahoma Forestry Services' Northeast Area Office in Tahlequah, OK is a full-time position responsible for all purchasing, personnel transactions and payroll, recordkeeping, budget tracking and accounting and similar functions associated with Area operations. The position is supervised by the NE Area Forester, and administratively supports and works directly with all Area personnel at the Tahlequah office as well as two District offices located in Jay and Sallisaw.

Personnel in the NE Area offer a variety of technical assistance services to private landowners, state and local agencies, communities, organizations and individuals and provide primary wildland fire protection in NE Oklahoma and secondary response across the state.

### TYPICAL DUTIES AND RESPONSIBILITIES

- The Administrative Assistant is expected to handle the extensive purchasing and contracting needs of the Area according to state policy and procedures, and to interact with State Office personnel on purchasing issues. This includes claims processing and set-up of purchase orders in the State's CORE financial management system; assist in setting up and processing contracts, handling the competitive bids process, use of state-issued purchase cards, processing of travel claims and recordkeeping.
- Coordinate office administrative and clerical functions to assure efficient and effective service delivery to customers and coworkers.
- Assist with annual budget preparation. Accurately track expenditures and obligations against the approved budget and provide periodic updates to Area Forester and Oklahoma City Headquarters Office as requested.
- Process the required paperwork associated with all permanent and temporary personnel transactions, assist in employee time and leave tracking through the state system, and track use of temporary labor against budget. Assist with temporary employee time accounting and develop and submit biweekly payroll.
- Coordinate the Area property inventory.

### 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.

**Supervision:** Knowledge of or experience in supervision of employees is beneficial.

## **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 able to negotiate gravel parking lots, unpaved roadways and work areas on the Area complex. 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.