



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title: EXECUTIVE ASSISTANT</b>	<b>Grade: 13</b>
<b>Division: EXECUTIVE STAFF</b>	<b>Job Code: 4677- ES</b>
<b>Reports To: Director</b>	<b>FLSA Status: Exempt</b>

**SUMMARY OF ESSENTIAL JOB DUTIES:** Under the supervision of the Agency Director, is responsible for performing secretarial and clerical duties for the Agency Director, Commissioners and Commission Meetings, and Executive Leadership Team. The Executive Assistant will perform basic and advanced clerical duties to assist the Director with activities that include: answer telephones, handle and distribute mail, process bills and travel claims. Activities will include handling confidential information and insuring items requiring Director approval are processed. Additional duties include coordinating and documenting Commission meetings according to the requirements of the Open Meetings Act, assisting other Executive Leadership Team members and Commission Staff when needed, and planning and on occasion coordinating other department projects and activities.

### JOB DUTIES MAY INCLUDE:

Open, review, and distribute mail; compose official correspondence for supervisor's signature; handle routine correspondence requiring knowledge of agency rules, laws, policies and procedures; anticipate supervisor's needs by furnishing materials required for an official reply to correspondence.

Answer telephone calls and emails; provide information or refer callers to appropriate staff members; answer inquiries requiring knowledge of procedures, rules, policies and statutes and supervisor's viewpoint. Receive visitors, handle inquiries personally or by referral to appropriate official.

Arrange and coordinate special conferences and meetings; maintain supervisor's calendar, schedule appointments, coordinate meeting dates between several different agencies/groups/individuals.

Arrange for travel, itinerary and accommodations; prepare and submit travel claims and expenses for Director and Commission.

Prepare, post, and distribute Commission meeting agenda and related information within required timelines. Independently research, assemble and summarize material, information and data for Commission consideration and action. Take notes and record minutes and is responsible for roll call during commission meetings. Must be familiar with and follow requirements for meetings according to the Open Meetings Act.

Correspond with legislature, Governor, Lt. Governor, and other agency heads.

Establish and maintain files for correspondence and related materials. Perform secretarial and clerical duties.

Be familiar with the Agency's rulemaking process under the Administrative Procedures Act and may be required to assist with the Title 800 rules.

Work with confidential, technical, or legal material requiring a high degree of accuracy and confidentiality.

May be needed to assist with clerical and administrative duties to support other executive leadership team or commission staff.

Organize, plan, and facilitate central office functions as needed such as luncheons, parties, or special events.

May be required to perform other duties as assigned by the Agency Director.

**Must have the ability to:**

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, other agencies, and other partners.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computers and various other office equipment. Must be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet-based computer applications.
- May be required to occasionally work extended hours and weekends with occasional travel requiring overnight stays.

**REQUIREMENTS:**

**Education:** High school diploma plus two years specialized training in secretarial skills and duties required. Bachelor's degree or college coursework preferred.

**Experience:** Three years previous related experience.

**Knowledge and Skills:** Knowledge of spelling, punctuation, arithmetic and business English and of standard office record keeping. Skills in typing, operating a computer and other office machines, working with others and following instructions.