



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT	Grade: 11
Division: EXECUTIVE STAFF	Job Code: 4952
Reports To: Director	FLSA Status: Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Under the supervision of the Director or Assistant Director of Operations, serve as personal secretary and administrative assistant. Open, scan or read, and distribute mail; compose official correspondence for supervisor's signature; handle routine correspondence requiring knowledge of agency rules, laws, policies and procedures, and anticipate supervisor's needs by furnishing materials required for official reply to correspondence. Receive telephone calls; 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 for special conferences and meetings; maintain supervisor's calendar, advising of commitments; arrange for travel, itinerary and accommodations; prepare and submit travel claims and expense account. Independently research, assemble and summarize materials, information and data for commission consideration and action. Work with confidential, technical or legal material requiring a high degree of accuracy; record and transcribe proceedings of meetings and conferences. Responsible for conference and EXPO assignments. Manage the *Hunter Against Hunger Program*, handle agency e-mails, may be required to assist with the Title 800 rules. Perform related work as required and assigned.

JOB DUTIES:

Open, scan or read, 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.

Screen telephone calls; 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 for special conferences and meetings; maintain supervisor's calendar, advising of commitments; arrange for travel, itinerary and accommodations; prepare and submit travel claims and expense account.

Independently researches, assembles and summarizes materials, information and data for commission consideration and action; may take and transcribe dictation of confidential, technical or legal material requiring high degree of accuracy; records and transcribe proceeding of meetings and conferences.

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

Perform related work as required and assigned.

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 computer and various other office equipment. Should 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 one year specialized training in secretarial skills and duties.

Experience: Seven 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.