



OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

JOB DESCRIPTION

Job Title: ADMINISTRATIVE ASSISTANT	Grade: 10
Division: COMMUNICATION AND EDUCATION	Job Code: 4952
Reports To: Division Chief, Assistant Chief and/or assigned supervisor	FLSA Status: Non-Exempt

SUMMARY OF ESSENTIAL JOB DUTIES: Under the supervision of the Division Chief, Assistant Chief and/or assigned supervisor, is responsible for performing secretarial and clerical duties for a large number of supervisory and technical personnel. Make appointments, greet and direct visitors, answer telephones and make calls, handle and distribute mail, process bills, travel claims, maintain employee records and work activity files. Duties include accounting/bookkeeping, spreadsheets, and mass mailings. Assist in preparation of reports and correspondence and relieves supervisor of minor clerical duties.

JOB DUTIES:

- Responsible for routine secretarial duties including dictation, typing form letters, follow-up files and letters, arranging meetings and informing participants of day and time, placing, and receiving telephone calls.
- Greet visitors and disseminates information, both verbal and printed.
- Open and distribute mail as indicated.
- Maintain all pertinent Division files and records, including financial and confidential materials. May require financial accounting duties. Handle additional financial responsibility and accountability of assets.
- Maintain process and route claims, warrants, purchase orders, permits, etc., as indicated by the nature of work of the individual Division.
- Prepare and/or type miscellaneous weekly and monthly reports, such as Division publications, vehicle and travel reports and requests, meeting agendas, personnel reports and various other reports, etc., as indicated by individual Division.
- Prepare and process requisitions for supplies and equipment, etc. as directed. Maintain adequate stock of office supplies and literature as needed both in office and outside installations. When directed, maintain inventory records on equipment and supplies used in and by Division.
- Type and mail inter-office memorandums, form letters, etc., to Division employees and/or public. Type and/or maintain files on budgets, salary schedules, contracts, allotments, refund claims, miscellaneous materials for other supervisors, manuals, etc., as indicated for individual Division.
- Issue and keep records on various credit cards as directed.
- Coordinate and may participate in meetings, workshops and clinics, including weekend duty.
- Type regulations, contracts and distribute payrolls.
- May be required to perform other duties as assigned

Must have the ability to:

- Lift and carry materials up to 40 pounds.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment.
- Periodically travel out of town, with possible overnight stays.

Requirements:

Education: High school diploma, or equivalent, with two (2) years training in secretarial skills and duties.

Experience: One (1) year previous related experience.

Knowledge and Skills: Above average knowledge of English grammar as well as light bookkeeping, accounting and standard office practices. Must be skilled in computer operations, including Micro sost Word, spreadsheets, including Excel, and E-mail, operation of copy machines and other office machines.