



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title: Administrative Assistant</b>	<b>Grade: 12</b>
<b>Division: Wildlife, Fisheries, Law Enforcement, C/E</b>	<b>Job Code: E17A-NS</b>
<b>Reports To: Chief, Assistant Chief, or Supervisor</b>	<b>FLSA Status: Non-Exempt</b>

### 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. Assists in reviewing and processing P-card statements, requisitions, change orders and invoicing. Assist with compiling inventory forms, routing for appropriate signatures and delivering to property.

### 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 disseminate 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.

**EDUCATION and EXPERIENCE REQUIREMENTS:**

**Education:** *Requires an associate's degree or two years of college with preference in business, accounting, or closely related field. With a high school diploma or equivalent, an additional two years of experience in a similar position may substitute for education (three years' experience total).*

**Experience:** Requires one year experience in a related field (such as administrative assistant or office administration).

**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 Microsoft Word, spreadsheets, including Excel, and E-mail, operation of copy machines and other office machines.