

OKLAHOMA DEPARTMENT OF AGRICULTURE, FOOD, AND FORESTRY RECRUITMENT NOTICE

~~~ PLEASE POST ~~~

\*\*\*\*\*  
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: 04000032  
ANNOUNCEMENT NUMBER: 14-22

**Level:** I  
**Salary Band:** H  
**Monthly Salary Range:** \$1,994.27 - \$3,656.17  
**Work Location:** Wilburton, OK  
**Supervisor of Position:** Craig Marquardt, Forester V  
**Posting Date and Time:** Monday, August 18, 2014 at 8:00 a.m.  
**Application Deadline:** Friday, August 29, 2014 at 5:00 p.m.

"Position Profile" attached



\*\*\*\*\*  
**Applicant 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 Personnel 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 (OPM-4B)
- A copy of their most recent Performance Management Process (PMP) and leave balances
- A resume' (including three professional references)

**Application materials should be submitted by mail 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. Application materials must be received by agency personnel no later than 5:00 p.m. on August 29, 2014. 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 link at [JOBS.OK.GOV](http://JOBS.OK.GOV)

**For Further Information Concerning This Position Please Contact:** Craig Marquardt at (918) 465-2082.

**Six (6) month trial period or one (1) year probationary period may be required.**

*The ODAFF does not accept transfers of permanent classified employees. Current State employees will be required to serve one-year probation as a reinstatement to the classified service.*

\*The 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

### **General:**

This position is responsible for providing administrative support for program areas and support functions. The functions within this job family will vary but may include the following: Develops and maintains confidential or complex files; advises internal and external customers on departmental or program rules, regulations, and laws; prepares invoices and payments of claims, requisitions, purchase orders and other fiscal duties; interviews callers, arranges appointments, and handles office details; enters and retrieves information using a personal computer or other data processing equipment; receives and reviews coded and un-coded source documents; reviews data and makes routine corrections.

**Knowledge, Skills, and Abilities** required at this level include knowledge of spelling, punctuation, and business English; of business mathematics; of modern office methods and procedures; of the maintenance of complex records; and of the major policies and procedures governing assigned programs. Ability is required to maintain effective working relationships with others; to handle confidential work; to interpret and handle routine matters in accordance with agency policy; and to follow oral and written instructions.

**Education and Experience** requirements at this level consist of four years of technical clerical office work or an equivalent combination of education and experience.