



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> ADMINISTRATIVE ASSISTANT	<b>Grade:</b> 11
<b>Division:</b> EXECUTIVE STAFF	<b>Job Code:</b> 4952
<b>Reports To:</b> Director	<b>FLSA Status:</b> 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.