



## Oklahoma Department of Central Services

## Recruitment Announcement

**Announcement No:** 11-08Reannouncement  
**Position Name:** Administrative Assistant II  
**Position Number:** 58000015  
**Position Code/Level:** E17B  
**Pay Band:** I  
**Hiring Rate:** \$2775.67  
**Number of Vacancies:** 1  
**Location:** Will Rogers Bldg, 2401 N Lincoln Blvd, OKC  
**Applicant Source:** All sources, including Internal Permanent Classified Employees, Reinstatement Eligibles and Transfer  
**Beginning Date:** 08/03/2010  
**Ending Date:** 08/17/2010 at the end of business

**Major Work Duties:**

This Office of Facilities Management/State Leasing position will be responsible for coordinating activities both internal and external to the division and may train other staff in performing various administrative duties or other activities. Basic knowledge of State of Oklahoma purchasing rules and regulations are preferred. Candidates with CPO certification or willingness to obtain are preferred. Phone etiquette, familiarity of word processing and spreadsheet programs are preferred.

**Probationary or trial period will be required, if applicable.****Education & Experience**

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. Position requires five years of technical clerical office work or an equivalent combination of education and experience.

**Method of Application:**

Permanent classified employees including those having reinstatement rights wishing to be considered for this position must submit the following:

- A cover letter that provides the title of the position as shown above, job announcement number, mailing address, email address, daytime phone number, current job classification and class code.
- A completed Office of Personnel Management Personal Data Summary Sheet (OPM-4B)
- A resume (with references)
- A copy of the most recent Performance Management Process (PMP) evaluation must be available upon request

Applicants who have no previous classified service, are in the unclassified status OR are in probationary status, must apply through the Office of Personnel Management OKCAREERS on-line applicant system ([www.opm.ok.gov](http://www.opm.ok.gov))

NOTE: If this posting is for an unclassified position, employees may submit a resume in lieu of the "Personal Data Summary Sheet" (OPM-4B)

Send to: Department of Central Services, Attn: Human Resources, P.O. Box 53218, Oklahoma City, OK 73152-3218 or Fax (405) 521-2794 or [dcs-hr@dcs.state.ok.us](mailto:dcs-hr@dcs.state.ok.us)

***An Equal Opportunity Employer***  
**[www.dcs.ok.gov](http://www.dcs.ok.gov)**