

OKLAHOMA REAL ESTATE COMMISSION

PIN #58800021

VACANCY ANNOUNCEMENT UNCLASSIFIED

POSITION: Executive Secretary
NUMBER OF POITIONS: 1
OPENING DATE: June 15, 2006 8:30 am
CLOSING DATE: June 29, 2006 4:30 pm
SALARY: Range - \$3,100 - \$3,300 per month plus State benefits

Education and Experience: Six years of clerical office work, including three years experience in legal secretary/assistant or private secretary, or an equivalent combination of education and experience.

JOB RESPONSIBILITIES:

- This position serves as executive secretary/assistant to the Executive Director
- Reviews and disposes of telephone calls and written correspondence relating to administrative procedures, policies and state laws as they arise from both the public and real estate licensees
- Composes letters for Executive Director's signature; takes and transcribes dictation for correspondence, reports and statistical data
- Acts as Recording Secretary for Commission meetings and various committee meetings
- Maintains logs and files on disciplinary cases, actions and proceedings; reports disciplinary actions to the appropriate Professional Organization
- Drafts and/or directs the mailing of all correspondence relating to formal proceedings and disposition
- Monitor and maintains the Education and Recover Fund Activities
- Directs and assists in setting up for meetings as well as ensures that appropriate staff, attorneys, court reporters and others are in attendance as required
- Maintains Director's calendar, advising of commitments; makes travel arrangements and acts as the agency primary travel coordinator; prepares and submits travel claims
- Coordinates with agency staff regarding special projects as required to fulfill the mission of the agency

KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the procedures and techniques of business communications, spelling, punctuation, business English and math, public relations; office methods and computer operations. Skill is required to type accurately sixty words per minute as well as take and transcribe dictation or equivalent. Ability is required to handle confidential work with tact and discretion; to exercise independent judgment in interpreting and applying rules or policy; provide direction to other technical/ clerical employees and to establish and maintain working relationships with others. Experience in working with legal documentation or files is preferred but not required. Those applicants who are selected for a second interview will be required, at that time, to take an agency written examination which demonstrates their knowledge, skills and abilities in transcribing the minutes of a meeting, preparing business correspondence and creating an excel spreadsheet.

Applications should reference the Job Pin number and be submitted to the following address:

Oklahoma Real Estate Commission
Attn: Lisa G. Hays, Business Manager
Shepherd Mall
2401 NW 23rd, Suite 18
Oklahoma City, Oklahoma 73107

Applications must be received prior to the closing date and time. If there are any questions about this posting please contact Lisa Hays, Business Manager (405) 522-8553.

Oklahoma Real Estate Commission is an Equal Opportunity Employer